

Bloomsburg Area School District
Family Educational Trip Request

Pupils may be excused to participate in educational trips **except** during the last week of each semester. The procedures and conditions are:

- * A written request shall be presented to the principal stating the date(s), nature of the trip, and the reason the trip is taking place during school time. The request must be approved **prior** to the trip.
- * The student is responsible for having the second page of this form signed by his/her teachers at least three days prior to the trip.
- * No more than 10 days in any school year may be approved for this purpose.
- * All work during the student's absence must be made up. Students must take the initiative to make up work missed while absent. If work is assigned prior to the trip, a student must have that work completed upon return from the trip. Work assigned and not completed cannot be made up.
- * The trip must have written approval from the principal at least three days prior to the trip.
- * The student must be under the direction and supervision of an adult acceptable to both the school and the student's parents/guardians.
- * Parents/guardians are reminded that time missed from school affects students academically since they miss valuable instruction. Before submitting this request, please consider whether your child can really afford to miss instructional time.

_____ Student Name	_____ Grade	_____ Teacher
_____ Parent/Guardian's Name(s)		_____ Parent/Guardian's Phone Number
_____ Parent/Guardian's Address		_____ Parent/Guardian's City, State, Zip
_____ Date(s) Student will be Absent from School		_____ Adult Supervising Student on Trip

Purpose of Trip:
Educational Benefits of Trip:
Places Student Will Visit During Trip:

_____ Parent/Guardian's Signature	_____ Date
_____ Principal's Signature	_____ Date

APPROVED DISAPPROVED

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Teacher Notification and Assignment Form

This sheet must be presented to the student's homeroom teacher at least three days prior to the requested trip date. If work is assigned prior to the trip, a student must have that work completed upon return from the trip in order to receive credit. Work not completed may not be made up.

Subject	Teacher's Signature	Date	Work Assigned?	
			Yes	No
Reading				
Math				
Science				
Social Studies				
Spelling				
Other:				