

# FAMILY EDUCATIONAL TRIP REQUEST

## BLOOMSBURG AREA SCHOOL DISTRICT

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

- The student is responsible for having the back of the form signed by each of his/her teachers at least three days prior to the trip. After this is completed, the form should promptly be submitted to the Principal.
- A written request shall be presented to the Principal stating the date(s), nature of the trip, and the reason for the trip during school time. The request must have written approval of the principal prior to the trip.
- No more than 10 days in any school year may be approved for these purposes.
- All work during the student's absence must be made up. Students must take the initiative to make up worked 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 can not be made up.
- The student must be under the direction and supervision of an adult acceptable to both the school and the student's parents/guardians.

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Student Name

Age

Grade

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Parent / Guardian's Name

Telephone Number

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Address of Parent / Guardian

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Purpose of Trip

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Educational Benefits of Trip

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Places Students will Visit during Trip

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Date(s) Student will be Absent from School

Person that will supervise student of Trip

Parents / Guardians are reminded that time missed from school affects students academically since they miss valuable instruction. Before signing this request, please consider whether you child can really afford to miss this instruction.

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Date

Parent / Guardian's Signature

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Date

Principal's Signature

APPROVED / DISAPPROVED

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## TEACHER NOTIFICATION AND ASSIGNMENT FORM

This sheet must be presented to all teachers of students requesting to participate in an educational trip at least three (3) days prior to the requested trip. If work is assigned prior to the trip, a student must have the work completed upon return from the trip to receive credit. Work not completed can not be made up.

PERIOD	TEACHER'S SIGNATURE	DATE	HOMEWORK ASSIGNED	
			Yes	No
1				
2				
3				
4				
5				
6				
7				
8				