



Request for Educational Trip Approval Edinboro & McKean Elementary School

Regular attendance is not only required by law but is necessary for success in all phases of schoolwork. Parents/guardians who are planning educational trips, which are not school sponsored, are advised of the following District Policy:

1. A parent/guardian must request approval for an educational trip at least three (3) days in advance of the trip. Upon submission, the principal will approve or deny the request and a copy will be returned.
2. A total of ten (10) days per school year may be approved for an educational trip. After the tenth day of absence, the student shall be marked unexcused until such time that they return.
3. Any work provided in advance of the trip must be turned in on the day of the student's return. Other work provided after the student returns must be completed and submitted within three (3) days.

Completed by Parent/Guardian:

Date Request Made: _____

Student Name: _____

Grade: _____

Trip Dates: _____

of School Days: _____

Destination: _____

Description of how this trip will provide a variety of educational opportunities for your child (include anticipated objectives and expected outcomes): _____

Parent/Guardian Signature: _____

Completed by the School/Principal:

Date Received: _____

Total Absences: _____ Unexcused Absences: _____ Total Tardies: _____

Total Educational Trip Days used this school year: _____

Approved: _____

Denied: _____