APPLICATION FOR EDUCATIONAL TRIP
SOUTH PARK SCHOOL DISTRICT

Policy #204, Section 11.26 of the South Park School District permits students to be excused from school attendance to participate in an educational tour or trip during the school term at the expense of the parents when the following conditions are met:

1. The parent provides a written request for excusal, which indicates the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session.
2. Unless some emergency arises, such requests must be submitted to the building administrator at least two (2) weeks prior to the date of the tour or trip.
3. Unless some unusual family circumstances exist, such tours or trips shall not be approved during the final two (2) weeks of each semester or during PSSA weeks.
4. Educational tours or trips MAY not exceed FIVE school days per school year.

Directions: Complete the information below in full and submit this application to the principal’s office at least two (2) weeks prior to the date of the trip.

Student’s Name ________________________________________________
School ___________________________ Grade ________ Room ________
Date(s) of the tour/trip___________________________________________
Destination of tour/trip___________________________________________
Educational value of tour/trip_______________________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Reason tour/trip could not be taken on non-school days
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Parent Signature ____________________________________________ Date ______

(Office Use Only)
Approval Date ______________ Principal Signature __________________________
Denial Date ________________ Reason ______________________________________