CHAMBERSBURG AREA SCHOOL DISTRICT
EDUCATIONAL TRIP REQUEST FOR ELEMENTARY STUDENTS

NAME OF STUDENT

GRADE

SCHOOL

DATE

Prior number of excused days for educational
Tours and trips during the current year:

Other family members requesting leave:
NAME

SCHOOL

Date(s) student will be absent:

Students may be excused up to a total of five (5) school days per school year for educational
tours and trips. Requests for excusal should be submitted at least ten (10) days before the
requested dates of departure.

AN INDIVIDUAL FORM MUST BE FILED FOR EACH STUDENT REQUESTING LEAVE.

Specific places of educational value to be visited:
1. 
2. 
3. 
4. 
5. 
6. 

Other activities of educational value:
1. 
2. 

Name and relationship of adult who will accompany student:

Date

Parent’s Signature

SCHOOL DISPOSITION:
Date

Regional Principal’s Approval

Comments:

Approved

Denied

WHITE – SCHOOL COPY

YELLOW – PARENTS COPY