CHAMBERSBURG AREA SCHOOL DISTRICT
EDUCATIONAL TRIP REQUEST FOR SECONDARY STUDENTS

Name of Student  Grade  School

Home Address:

DATES OF TRIP:

DESTINATION:

**PARENTS, PLEASE COMPLETE A BRIEF STATEMENT REGARDING THE EDUCATIONAL VALUE OF THIS TRIP ON
THE BACK OF THE WHITE FORM.

Prior number of excused days for educational tours & trips during the current year

Other family members requesting leave:
   Name  School

The PA Dept. of Education allows local school districts to approve absences legally for
the purpose of educational trips. In order that a fair appraisal may be given to requests,
the parent or guardian is asked to give a brief statement regarding the nature of the trip
and its anticipated educational value. Trips should be limited to five (5) school days per
year, unless special circumstances warrant otherwise. Upon the student's return to school,
all work must be completed by the end of one week (5 school days). The student should notify
his/her teachers ten (10) school days in advance by following the steps listed below:

Step 1: Take form home to parents
Step 2: Take form to all his/her teachers (please complete the following form and student
submit to principal for approval ten (10) days prior to trip.

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<tr>
<th>PERIOD</th>
<th>SUBJECT</th>
<th>TEACHER'S INITIALS</th>
<th>ACADEMIC STANDING (GRADE)</th>
<th>ADDITIONAL COMMENTS</th>
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Final approval or disapproval is at the discretion of the principal and/or superintendent.

DATE  PARENT SIGNATURE

AN INDIVIDUAL FORM MUST BE FILED FOR EACH STUDENT REQUESTING LEAVE

To Be Completed By Office
Date  Approved  Denied  Principal's Signature