

**CHAMBERSBURG AREA SCHOOL DISTRICT**  
**EDUCATIONAL TRIP REQUEST FOR ELEMENTARY STUDENTS**

DATE \_\_\_\_\_

NAME OF STUDENT

GRADE

SCHOOL

\_\_\_\_\_

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. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 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

Approved

Comments: \_\_\_\_\_

Denied

\_\_\_\_\_

WHITE – SCHOOL COPY

YELLOW – PARENTS COPY