



PENN BERNVILLE ELEMENTARY SCHOOL

FAMILY TRIP REQUEST

THE FOLLOWING PROCEDURE MUST BE FOLLOWED WHEN A STUDENT WILL BE
ABSENT FROM SCHOOL FOR AN EDUCATIONAL TRIP

1. Parent must speak to the child's teacher and explain the nature, time period and purpose of the trip.
2. The bottom portion of this form should be completed and returned to the office at least ten (10) school days prior to the trip.
3. Students must secure assignments and classroom obligations prior to the trip. They must make up all work that is missed. Students shall have two (2) days to complete all past assignments. Students may be required to complete a written report and submit it to the teacher prior to having the trip excused. The report is to be submitted within two (2) weeks upon the child's return to school.
4. Failure to get pre-approval may result in the absences being declared unexcused or unlawful.
5. Permission MAY NOT be granted for trips during the district's standardized testing period, the state's testing periods and the secondary school examination periods.

**** NOTE:** Approval of educational trips is at the administration's discretion based upon a student's attendance, discipline and academic records. No more than five (5) days per school year are approved for an educational family trip. Any days beyond the maximum of five (5) will be considered unexcused or unlawful. If the trip is going to exceed five (5) days or you have exceeded your maximum of five (5) days, a written request for approval must be submitted to the Superintendent or designee.

_____ Student's Name	_____ Grade	_____ Homeroom Teacher
_____ Trip Dates	_____ Destination	

Please give a brief description of the "Educational Family Trip" _____

_____ Parent Signature	_____ Date
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FOR OFFICE USE ONLY

____ Trip Approved

____ Trip denied because _____

Administrator Signature

Date