



**CUMBERLAND VALLEY SCHOOL DISTRICT EDUCATIONAL TRIP REQUEST**

A student will be permitted to take not more than two (2) educational trips per school year, not to exceed a total of five (5) school days, with his/her parents/guardians and receive an excused, prearranged absence provided parents/guardians comply with program requirements. When an educational trip is planned which will require a student to be absent from school, an Educational Trip Request Form should be completed and returned to the office at least one (1) week prior to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent. (School Board [Policy 204 Attendance](#)).

**PLEASE NOTE:**

1. Educational trips will not be approved during PSSA, Keystone, midterm or final testing periods. This restriction also pertains to any other state-mandated testing windows that may arise in the future. PSSA and Keystone test dates change annually. Please check with your building principal for testing dates.
2. "Take Your Child to Work" day is considered an educational trip for which a form must be completed and pre-approved.
3. Educational trips shall only be approved absences during the first or last ten (10) school days, if the following criteria are met:
  - a. The parent/guardian must consult with the student's principal and/or teacher(s) and prepare a written plan outlining how the student will gain important understandings and complete required assignments. The parent/guardian's written plan must be attached to the educational trip request submitted one week prior to the trip.
  - b. If applicable, the parent/guardian must ensure all end-of-school year obligations are met such as: returning all texts and school property, payment of library fines and the student must clean out his/her locker or desk.

**AN EDUCATIONAL TRIP FORM MUST BE COMPLETED FOR EACH CHILD. PLEASE HAVE YOUR CHILD/CHILDREN RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE AT LEAST ONE WEEK PRIOR TO YOUR TRIP.**

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

**ELEMENTARY SCHOOL** Grade \_\_\_\_ Building \_\_\_\_\_ Room # \_\_\_\_\_ Teacher \_\_\_\_\_

**MIDDLE SCHOOL** Grade \_\_\_\_ Building \_\_\_\_\_ Homeroom # \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**HIGH SCHOOL** Grade \_\_\_\_ Homeroom # \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Number of days student will be absent from school \_\_\_\_\_ Trip # this school year: \_\_\_\_\_

Dates of Requested absence: \_\_\_\_\_ Destination: \_\_\_\_\_

Destination and educational benefits to be derived:

I certify the above information to be correct. **SIGNATURE OF PARENT/GUARDIAN** \_\_\_\_\_

NOTE: Please have your student acquire assignments from all of his/her subject teachers to plan ahead for the work that will be missed during the time of the trip.

**GRADES 6 – 12 ONLY** - Before form is submitted, teachers should initial to indicate students received assignments. The trip will not be approved without teachers' initials.

English \_\_\_\_\_ Foreign Language \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_  
 Social Studies \_\_\_\_\_ VoTech \_\_\_\_\_ Other \_\_\_\_\_ Other \_\_\_\_\_

**Office Use Only:**

Date Received: \_\_\_\_\_ Days Available: \_\_\_\_\_

Dates Approved: \_\_\_\_\_ Dates Disapproved: \_\_\_\_\_

Building Principal or Designee: \_\_\_\_\_ Principal Signature: \_\_\_\_\_