

MORRISVILLE
BOROUGH
SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: AUGUST 26, 2015

REVISED:

204-AR-9. REQUEST FORM FOR EDUCATIONAL TRIPS

Date

Dear Parent/Guardian:

The School Board members and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a nonschool-sponsored trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204, Attendance and the corresponding Administrative Regulations.

If you have any questions or require assistance, please contact the principal of the school which your child attends.

Sincerely,

Superintendent

REQUEST FORM

Parent/Guardian Name: _____ Phone: _____

1. Destination: _____

2. Day(s) the student(s) will be missing school: _____

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.

4. State the reasons why the educational trip cannot be taken on days when school is not in session.

5. Student will be accompanied by parent or guardian. Yes _____ No _____

6. Name(s) of school age students attending the trip and the building to which they are assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE RETURN TO THE PRINCIPAL OF THE SCHOOL YOUR OLDEST CHILD ATTENDS.

Parent/Guardian

Date



Approved: _____

Disapproved: _____

Superintendent

Date