



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: _____