



**Educational Trip/Tour Request Form**  
(One Copy Per Student)

Please note that attendance is an important factor in educational success. Peters Township's Attendance Policy (204) constitutes Educational Trips/Tours as a reasonable absence for school provided that the following conditions are met:

1. The parent/guardian submits a written request for excusal at least one week in advance on the approved District form.
2. Educational trips/tours will not be approved during the administration of standardized tests or semester exams.
3. Total pre-approved educational trip absences during the school year will not exceed five (5) school days unless approved by the Superintendent or designee.
4. All pre-approved absences will be recorded as an excused absence.

Requests will NOT be approved for students considered truant (3 unlawful absences), habitually truant (6 unlawful absences), or have exceeded 10 excused absences.

Date of Request: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Grade/Section/Homeroom: \_\_\_\_\_

Dates of Proposed Absence: \_\_\_\_\_

Describe the Trip. Include the destination and experience(s) which could be educational in nature and provide the student a valuable experience outside of the classroom. (Use back of form for extra comments)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Students are required to complete all assignments and tests deemed necessary by the teacher(s) with a time period that is equivalent to the number of days of excused absence. (If a student misses three (3) days of school, they will have three (3) days to make up all missed assignments):

Parent's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

**District Use**

Date received in school office: \_\_\_\_\_

**Total absences to date:** \_\_\_\_\_ **Total Educational Trips days:** \_\_\_\_\_ **Unlawful Absences:** \_\_\_\_\_

Decision:  Approved  Not Approved Principal's Signature: \_\_\_\_\_

Reason for disapproval:  Excessive Absenteeism  Poor Academic Performance  
 Standardized Testing  Other: \_\_\_\_\_

Superintendent/Designee Approval (If Educational Trip/Tour exceeds five (5) days):  
\_\_\_\_\_  
Approved \_\_\_\_\_ Not Approved Superintendent/Designee Signature: \_\_\_\_\_