



## Manheim Township School District Educational Trip Request

Please read, complete, and return this form prior to taking any trip that requires your son/daughter to be absent on a regularly scheduled school day.

1. Provide all information necessary to adequately and accurately address each question or item listed below.
2. Have your son/daughter return the completed form to school for approval no less than **five (5) days prior to the trip.**
3. The maximum number of excused days permitted under this policy is five (5) days.
4. "Vacation" is not a legal excuse and must be coded as an unexcused/unlawful absence.
5. Trips that do not show evidence of a readily apparent educational purpose may be deemed unexcused/unlawful.
6. Educational trips for the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments- PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. PSSA testing dates are subject to change annually, please check with your building principal for testing dates.
7. Parents/students should communicate with the teacher(s) to determine a plan to complete missed work.
8. Submit a separate form for each student requesting approval.

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**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Age:** \_\_\_\_\_

I/we the parents/guardians of the aforementioned individual request permission for their absence for a trip to:  
\_\_\_\_\_

Adult supervision will be provided by: \_\_\_\_\_

Date(s) of absence will be: \_\_\_\_\_

Names/Grades of other siblings who will also attend: \_\_\_\_\_

Please indicate or describe the educational purpose or value of the proposed trip in the space provided below. Please use the back of this form if additional space is needed.

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
<b>Date Received:</b> _____	<b>Approved / Denied</b>
<b>Reason If Denied:</b> _____	
<b>Signature of School Administrator:</b> _____	

## EDUCATIONAL TRIPS/TOUR REQUEST GUIDELINES

We urge parents taking trips to schedule them during summer months or during school breaks.

Being in school, every day, is critical to the success and advancement of students. Classroom work and interaction is important even in the lower grades in order to stay on grade level.

Educational trips and tour requests are **limited to 5 cumulative days per school year**.

The request form is available at your school's office or online.

Please fill the form out fully and describe how this trip is educational to your child. List any activities or sites to be visited. Please submit this form to the office for approval no less than **five (5) days prior to the trip**.

If the trip is approved, the first 5 days will be coded as excused absences. These days also count towards the 10 total days that may be excused by a parent note.

All additional days over the approved 5 will be unlawful absences and the parent will receive written notice of the first, second and third unlawful absences.

**After the 10<sup>th</sup> unlawful day associated with the trip, the student will be withdrawn from our rolls.**

**Upon return, and prior to coming back to school, the parent must re-enroll the child at the District Office. The child may not report directly back to their previous school.**

We cannot guarantee that there will be available space in your child's previous classroom or school building depending on other enrollments that may have occurred during your child's absence.

Once re-enrolled, any additional unlawful absences may result in the development of a School Attendance Improvement Plan for your child. Further unlawful absences will result in prosecution for State truancy law violations.