

SOUTH WESTERN SCHOOL DISTRICT
Hanover, Pennsylvania 17331
REQUEST FOR EDUCATIONAL TRAVEL

The South Western School District believes that learning is an experience that is not limited to the confines of a school building. However, schools have been charged with the legal responsibility of providing a minimum of 180 days of instruction for all students unless there are legitimate extenuating circumstances. To allow our beliefs to operate within the law, travel of an educational nature and attendance at educational functions other than school will be considered as excused absences from school provided they are properly planned and effected. Cooperative attempts to enhance the educational value of the experience are to be made between the school, parents and student.

The following are guidelines for dealing with this matter

- A. The student must have maintained a regular patten of attendance.
- B. The request should be made on this form at least one week in advance of the absence.
- C. The parents, student, and responsible administrator must agree on the provisions for enhancing the educational function.
- D. The student must be accompanied by his/her parent/guardian or another adult approved by the administration.
- E. Educational travel absences will be limited to a total of five(5) school days. Any absences in excess of the five(5) days will be recorded as illegal/unexcused.
- F. An absence shall not be marked excused until provisions are completed. This shall be within one(1) week of return unless otherwise specified.

Student's Name: _____ School: _____
Grade: _____ Homeroom/Teacher: _____
Trip to: _____ Date/Dates Inclusive: _____

Names of brothers/sisters involved	Grade	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

Itinerary of the trip and provision for enhancement of the educational value: Suggested possibilities are (singly or in combination depending upon level) scrapbook; journal; photo, postcard or slide record with narration; essays; collections; reports; study of mileage, fuel consumption, costs, etc.; planned program of regular studies; other.

Date Due: _____

Principal's or Designee's signature of approval: _____ Date: _____

Parent/Guardian's signature of agreement: _____ Date: _____

Student's signature of acceptance: _____ Date: _____