

**APPLICATION FOR EDUCATIONAL TRIP
SOUTH PARK SCHOOL DISTRICT**

Policy #204, Section 11.26 of the South Park School District permits students to be excused from school attendance to participate in an educational tour or trip during the school term at the expense of the parents when the following conditions are met:

1. The parent provides a written request for excusal, which indicates the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session.
2. Unless some emergency arises, such requests must be submitted to the building administrator at least **two (2) weeks prior** to the date of the tour or trip.
3. Unless some unusual family circumstances exist, such tours or trips shall not be approved during the **final two (2) weeks of each semester or during PSSA weeks**.
4. Educational tours or trips **MAY** not exceed **FIVE** school days per school year.

Directions: Complete the information below in full and submit this application to the principal's office at least **two (2) weeks prior** to the date of the trip.

Student's Name _____
School _____ **Grade** _____ **Room** _____
Date(s) of the tour/trip _____
Destination of tour/trip _____
Educational value of tour/trip _____

Reason tour/trip could not be taken on non-school days _____

Parent Signature _____ **Date** _____

(Office Use Only)

Approval Date _____ Principal Signature _____

Denial Date _____ Reason _____