

Exeter Township School District
EDUCATIONAL TRIP REQUEST FORM (nonschool sponsored)

PLEASE READ PRIOR TO COMPLETING: District policy states that a parent/guardian must make written application on this form at least five (5) days prior to the trip. The principal will grant final permission based on the student's attendance record, student's previous trips, the educational value of the trip, and teacher recommendations. **NO STUDENT MAY SPEND MORE THAN A TOTAL OF FIVE (5) SCHOOL DAYS ON APPROVED EDUCATIONAL TRIPS IN ANY GIVEN SCHOOL YEAR.**

A student who is approved for an educational trip is expected to make-up missed classroom work within five days of the conclusion of the trip. Parents may request work in advance or may have their child complete the work upon their return from the trip. If parents would like this work in advance, such a request must be made five days in advance of the trip. Failure of the student to complete make-up work may result in an incomplete for the grading period during which the trip was taken. The student may also be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one (1) page in length. Failure to provide the written account, when requested, within five (5) days of returning to school will result in the absence being declared unexcused or unlawful.

School _____ Grade _____

STUDENT'S NAME _____ Homeroom teacher _____

DATE(S) OF ABSENCE _____

Name of the adult who will be responsible for the supervision of the student during the trip _____

Relationship of the adult supervisor to the student _____

Describe the educational nature of the trip:

I understand that my child is responsible for completing all classroom studies and assignments that will be missed during his/her absence. Failure to comply with these requirements may result in an incomplete for the grading period during which the trip was taken.

Signature of Parent or Guardian

Date

I absolve the Exeter Township School District and/or any of its employees of any liability during the period of the educational trip listed above.

(For Office Use)

The above request is:

Date Received in Office: _____

_____ APPROVED - absence shall be considered excused.

_____ Days Used

_____ NOT APPROVED - absence shall be considered unexcused/unlawful.

_____ Days Requested

Principal's Signature

Date