Educational Trip Request

In accordance with the School District of Philadelphia Attendance Policy (204), Educational Trips may qualify for excused or lawful absence if specific criteria are met. The following conditions or situations constitute reasonable cause for absence from school:

Educational trip/tour, if the following conditions are met: [5][24]

- The person in parental relation submits the documentation required for excusal prior to the absence, within the appropriate time frame.
- The student's participation has been approved by the Superintendent or principal.
- The adult directing and supervising the tour or trip is acceptable to the person in parental relation.

*All requests for excused absences for educational trips must be submitted at least two weeks prior to the scheduled trip. Excused absences for educational trips will be limited to 5 school days and 1 trip per year.

Name of Student: ____________________________________________________________

Name of Parent/Guardian: ____________________________________________________

Name of Chaperone (if applicable): ____________________________________________

Dates of the Trip: ____________________________________________________________

Description of the Trip:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Educational Value of the Trip:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Parent/Guardian Signature: ______________________________ Date: __________

Principal Signature: ______________________________ Date: __________