

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:** _____