



The Columbia Borough School District requires that an Educational Trip Request Form be completed by a parent or legal guardian requesting an excused absence for their child while on an educational trip planned by the parent(s) or guardian(s).

When requesting pre-approval for an educational trip, the parent/guardian should be aware of the following rules and procedures governing this request:

1. Students are permitted to take trip(s) during the school year that can total a maximum of five (5) excused days of absence. All other days missed shall be considered unexcused/unlawful absences. A student is permitted a maximum of 10 days (2 days for each day missed) to complete missed work and assignments. Failure to make up assigned work could affect student grades. It is highly recommended that trips are not taken during the first ten or the last ten days of the school year.
2. Any requests, beyond the five days, will be denied. Any additional days missed will be considered as unexcused and can be filed as unlawful by the school attendance officer. No makeup time will be permitted for missed assignments.
3. Trips requested during school testing dates, will be denied.
4. The student is responsible for classroom work and assignments that are missed due to the trip.
5. Parents may obtain work assignments from their child's teacher prior to the trip. (Teachers will be notified by the office of the trip request and parents must give the teachers at least 24 hours' notice before coming to pick up work)
6. This form must be submitted at least ten days prior to the trip.
7. This form can be used for more than one child. Separate forms should not be filed. Copies will be provided to other buildings as needed and you will receive a signed copy back from each school where your child attends.
8. The District reserves the right to change or alter this procedure based on administrative recommendation.

Note:

- Vacation is not a legal excuse and will be coded as an unexcused/unlawful absence
- Personal business trips, shopping trips and other similar activities will not be approved as an educational trip.

Educational Trip Request Form

Student(s) Name:	School:	Grade:

Date(s) of requested absence(s): _____

I request that my student(s) be excused from school for the purpose of an educational trip. The following is a list of places we will visit during the trip: (include trip itinerary with experiences that will be educational in nature and will therefore provide the student(s) with a valuable educational experience outside of the classroom)

Parent Information:

Address: _____
 Phone Number: _____ Parent Signature: _____

OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments/Denied Reason: _____ _____ _____
Administrator Signature: _____ Date: _____	