Educational Trip Request

Williamsburg Community School District, 515 West Third Street, Williamsburg, PA 16693

Request for excused absence for students taking trips not school sponsored. Administration has the right to deny requests for reasons such as, but not limited to: standardized testing dates, ineligibility, attendance issues, valid educational reason, etc. Participation in sport events not school sponsored will not be considered a valid educational trip request.

An approved educational trip includes:
A. Completed request submitted to the **Building Office** for review **TWO WEEKS PRIOR** to departure. (Incomplete forms will not be processed and will be returned to the requestor for completion.)
B. Student requesting missed assignments from teachers PRIOR to leaving.
C. Trips consisting of one to three days will be submitted for approval to the building principal.
D. Trips consisting of four or more days will be submitted for approval to the superintendent.

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Student's Name: _____ Grade: _____ Homeroom: _____

Name of Parent/Guardian: _____ Date: _____

Phone: _____ Email: _____

Destination - List general location and specific educational points of interest: _____

_____

_____

_____

Dates of the trip: From _____ To: _____

Number of school days required for this trip: _____

Parent/Guardian Name (signature): _____

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* OFFICE USE ONLY *

Educational Trip Recommended for Approval: Yes _____ No _____ If "No", attach documentation for reason.

Signature of Building Administrator _____ Date _____

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Educational Trip Recommended for Approval: Yes _____ No _____ If "No", attach documentation for reason.

Signature of Superintendent _____ Date _____

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*Absences incurred during a denied educational trip will count as unexcused/illegal absences unless proper doctor documentation is submitted.