

WEST SHORE SCHOOL DISTRICT

Parent Request Form – Educational Trip

Review Board Policy 231: Educational Trips for guidelines and make-up work requirements.

Parents/Guardians: Use this form to request permission for your student(s) to be granted excused absence from school to participate in an educational trip. Return signed form to youngest child’s building principal.

Student (List each student participating in educational trip)	Grade	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date(s) of Absence from School for the Educational Trip

Educational Trip Itinerary

What is the nature of the educational experience provided by this trip?

(Building principal may discuss this experience with parents to determine its educational value.)

Who will accompany the pupil(s)? _____

Is this trip new to the student(s) or will it be a repeat of a previous trip?

I verify the above information is correct. I also understand each child has the same number of days upon returning to school to make up the work missed as the number of days approved for the educational trip.

Parent/Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY

Approved Disapproved Reason _____

Makeup work completed on _____ Initials _____

Copies distributed to: Administrator Teacher(s) Student File(s) Parent/Guardian



Book	WSSD Policy Manual
Section	200 Pupils
Title	Educational Trips
Code	231
Status	Active
Legal	1. 22 PA Code 11.26 2. 24 P.S. 1329 3. Pol. 204 4. 22 PA Code 11.41
Adopted	September 17, 1987
Last Revised	January 21, 2021
Prior Revised Dates	12/17/2015

Purpose

The Board recognizes the value of educational trips which enhance and enrich the school experience for the children of this School District. Therefore, students may be allowed to be absent from school during the designated school year for such educational trips/experiences at the expense of the parents or guardians provided that the following procedure is followed in requesting and granting permission for such trips/experiences.

Authority

There may be occasions during the school year when educational trips and tours are scheduled that are not school sponsored. Such activities during the school term require a written request from the parent/guardian. The Assistant Superintendent, or designee, will appraise the value of the trip, provided the trip is at parental/guardian expense and that the pupil participants are subject to direction and supervision by adult persons acceptable to the parents or guardian of the pupils concerned and to the Assistant Superintendent, or designee.[\[1\]](#)

Guidelines

Philosophy

Requests submitted for educational trips have become more numerous and diverse each year. The West Shore School District recognizes that trips by students during the school year can have significant educational value if planned properly. In making a determination on each individual request, it is necessary for the building administrator, as the Assistant Superintendent's designee, to evaluate the information supplied by the parents or guardians and apply a set of guidelines to arrive at a decision. The mere fact that the student is traveling is not enough supportive evidence to warrant approval. The

Assistant Superintendent shall have the authority to exercise flexibility to approve educational trips which fall outside the scope of the guidelines found in this policy. The following factors will be part of the decision process:

1. The age and grade level of the student.
2. A link, i.e., correlation, with the student's curriculum that is currently under study; this would be a necessary part of the trip to gain approval.
3. By PA School Code, Farm Show attendance/participation is permitted under this policy for student participation in a project sponsored by an organization that is eligible to apply for a grant under the "Pennsylvania Agricultural Fair Act."[\[2\]](#)
4. The student should be able to demonstrate the educational value of the trip upon his/her return, in written form.
5. Since the student will be missing all facets of his/her regular educational experience during the trip, it is imperative that a commitment to make up work assignments be consummated before leaving on the trip. See the "Make Up Work" section of this Policy.

Requests for Approval

The following procedures shall be followed in requesting approval for an educational trip:

1. Parents or guardians shall submit the appropriate form (available in school offices) no less than five (5) school days in advance of the proposed trip.
2. A family having children enrolled in more than one building who will be participating in the trip shall submit one (1) request form. The form shall list the name of each child for whom permission is sought to participate in the trip and shall be submitted to the building administrator serving the youngest child's building. The building administrator receiving the form will take responsibility for notifying the administrator(s) of the other building(s) and will consult with them on the appropriate response. A copy of the form will be forwarded to each attendance secretary for each of the other building(s).
3. The building administrator receiving the request will notify the parents or guardians in a timely manner of the decision to approve or disapprove the trip.. The earlier a request is submitted, the timelier the issuance of the decision to approve or disapprove the trip will be.
4. No request shall be approved for a student who has been absent from school for more than five (5) school days in the academic year unless such absences are the result of student having experienced an extraordinary illness/injury documented by a physician, physician assistant, or nurse practitioner or other circumstance approved by the Assistant Superintendent.
5. The cumulative number of days for educational trips that will be considered for approval during a given year shall not exceed five (5) school days per child unless approved by the Assistant Superintendent.
6. Requests for educational trips, including college visitations, will be considered in terms of student absence guidelines delineated in Board Policy 204.[\[3\]](#)
7. Approved trips will be recorded as excused absences.

The Decision for Approval

The basis for approving a request for an educational trip shall be based on relevance to the needs of the student, and whether or not the request coincides with the recognized date for the activity, for example, "Take Your Daughter/Son to Work Day." The ease with which the same trip could be made at times other than during the school year or day will also be considered.

The following specific categories of trips will not be approved as educational trips, though this list is not exhaustive:

1. Shopping, hunting, fishing, visits to relatives, etc.
2. Events or places which could be visited outside of school time because they are nearby and/or scheduled for substantial hours beyond the school day.
3. Trips to educational sites for which a previous request has been approved. "Site" in this instance refers to a specific place; for example, it would be possible to schedule several trips to New York City without visiting the same "sites."
4. Trips of more than five (5) school days duration (cumulative within a given school year). Absences beyond five (5) days, even if a request is approved, will be recorded as "unlawful" or "unexcused," as appropriate, and subject to provisions outlined in Attendance Policy 204.[3]
5. Accompanying the family to locate a new home due to a planned move.
6. Trips taking place during the time period in which District testing, state assessments, or final examinations are being administered, except at the discretion of the building administration with final approval by the Assistant Superintendent.

Should the family disregard a building administrator's decision to disapprove a trip request, then the absence(s) will be marked as unlawful/unexcused, and subject to the provisions outlined in Attendance Policy 204. The building administrator may exercise discretion concerning makeup privileges for work missed during such unapproved and unexcused absences. [3]

Appeal of Denial

When a request for an educational trip has been disapproved at the building level, the parent may submit a written request to the building administrator to reevaluate the issue. This written request, accompanied by a recommendation from the principal, will be submitted to the Assistant Superintendent for review.

Make-Up Work

In the case of an approved educational trip, a student will be granted make-up privileges. After a student's return, make-up work must be submitted within a timeframe equivalent to the number of school days approved for the trip; ex., for a two-day trip two (2) school days will be granted for make-up work to be completed.

Dissemination

Annually, this policy shall be publicized in student handbooks and/or by other appropriate means.[4]

Competition

Parents or guardians wishing to have their children excused to participate in competitions or activities of various kinds, i.e., athletics, arts, academics, etc., may apply for permission, using the same form as for other educational trips. The same factors will enter into the final decision as are indicated elsewhere in this policy. Participation in a competition or educational activity may be excused even if the location of the competition or activity is at the same site as a previous event, providing the parent/guardian submits documentation or other evidence showing the student's activity will result in skill development. Siblings of students on approved educational trips for competitions of this sort may be included in the educational trip approval process.