

**FOREST HILLS SCHOOL DISTRICT  
STUDENT EDUCATIONAL TRIP REQUEST FORM**

Students may be excused for an educational trip or tour provided a request form is submitted **two weeks in advance of the trip**. The request must include destination, dates of departure and return, as well as a brief statement explaining the trip or tour and its *educational benefits* to the student. The student must be under the direction and supervision of the parent or an adult acceptable to the parent. The request is given to the Principal.

PLEASE NOTE:

1. According to Section 11.26 of Chapter 22 of the PA School Code, the only time a student may be excused for a trip is if it is deemed educational by the Principal/Assistant Principal
2. Students will be excused for a **maximum of ten (10) school days per academic year**. You will receive a written response from the school that the trip has been approved (excused absence) or unapproved (illegal absence).
3. One week before the scheduled absence, the student must inform the teacher of the dates they will be absent and collect the work to be done. All work assigned is **due the day the student returns to school**. Any additional work missed must be made up according to the terms of the **Make-Up Policy**.

GENERAL INFORMATION:

Name of Student(s): \_\_\_\_\_ Grade: \_\_\_\_\_

School Building Attending:                      Junior-Senior High    Elementary

Parent's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Trip or Destination: \_\_\_\_\_

Please list the dates student will be absent from school: *(For example: Monday 9/4 through Friday 9/8)*

\_\_\_\_\_ Number of School Days to be missed: \_\_\_\_\_

Write a brief statement explaining the trip or tour and its educational benefit(s) to the student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, will the student be under the direction and supervision of an adult acceptable to the parent?

N/A

Yes

No

Date Received: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Principal/Assistant Principal/Dean of Students  
signature