

## **Baldwin-Whitehall School District Educational Tour/Trip Request Form**

This request form must be completed and submitted in compliance with Baldwin-Whitehall School District Attendance Policy 204.

The Board recognizes that students may need to travel with parents for valid educational or family reasons. Students may be excused for non-school sponsored educational trips when such a trip is determined by the Superintendent or his/her designee to serve an educational purpose.

The following conditions must be followed:

- a. Educational trips will be considered for approval if the Superintendent or designee determines that such a trip will be of educational significance to the student.
- b. Written request must be submitted to the building principal two (2) weeks in advance of the trip and must include:
  - A statement of the educational value of the trip
  - The destination of the trip
  - The total number of school days to be missed
  - The reason the trip could not be taken on days when school is not in session

The total number of days granted for an educational trip, not school sponsored, will be based upon the student's attendance and academic record and shall not exceed **5** days for any school year.

Trips shall not be approved during the first two (2) weeks and the last two (2) weeks of the school year, or during PA State Assessment windows.

Students are required to make up assignments and tests missed during the excused absence. All work must be completed within one (1) week after the student's return to school. Extensions for makeup work may be granted on an individual basis due to unusual circumstances as determined by the school principal

Failure to follow the conditions for pre-approval will result in the educational trip absence being recorded as unexcused.

Please complete the attached form on the reverse side of this paper and submit to the building principal at least two weeks in advance. By signing and submitting this form you are acknowledging and agreeing to the conditions set forth above as outlined in Policy 204.

Please check the appropriate school:

McAnnulty Elementary School  Paynter Elementary School  Whitehall Elementary School  
 Harrison Middle School  Baldwin High School

Student's complete name \_\_\_\_\_ Date of application \_\_\_\_\_

Student's grade \_\_\_\_\_ Room \_\_\_\_\_ Date(s) of educational trip: Begin \_\_\_\_\_ End \_\_\_\_\_

Destination of trip  
\_\_\_\_\_

List itinerary and educational experiences:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there prior requests this school year? Yes  No  if so, date(s): \_\_\_\_\_

I understand that my student is required to complete all school assignments upon return to school, the work not completed within one (1) week after the student's return to school will be graded as zero (0), and that this request form, if approved, will be used in place of the standard written excuse. I certify that all of the above information is true and accurate.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

-----  
(For school use only)

Request approved \_\_\_\_\_ Request denied \_\_\_\_\_

Reason(s) \_\_\_\_\_

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date