

EDUCATIONAL TRAVEL REQUEST FORM

The *Pennsylvania Department of Education* neither identifies nor classifies family trips as an excusable absence from school; however, Luther Memorial Academy recognizes there may be situations when students receive educational benefit from travel opportunities that cannot otherwise be scheduled during regular breaks in the school calendar. In order for a student to be excused for educational travel, parents/guardians must submit a written request to the building principal two weeks prior to the absence.

It is recommended that requests be submitted to the **building principal** a *minimum* of fourteen (14) calendar days in advance of the trip. Upon receiving an advance written request, principals may excuse students for a maximum of five (5) school days; however, any absences in excess of the approved dates will be marked unexcused. Students who accumulate ten (10) consecutive absences from school will be removed from the active enrollment and must be re-enrolled upon their return to school.

Educational travel requests submitted on the day of, or after, the absence will not be approved and are considered unlawful.

Student: _____ Homeroom: _____

Grade: _____ Proposed Absence Dates: _____

Proposed Itinerary/Educational Purpose: _____

Parent Signature: _____ Date: _____

TO BE COMPLETED BY THE SCHOOL

Principal: _____ *Approval Date:* _____

Educational Travel Approved: YES / NO

Total Absences to Date: _____

Total Absences including the upcoming Educational Travel: _____

Teacher: _____

Teacher: _____

Teacher: _____

Teacher: _____



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