

**Mifflin County School District Educational Trip Request Form**  
**Grades 6 through 12**

Educational trips outside of the classroom have long been recognized for their positive educational value. State attendance regulations permit students to be excused for educational travel upon approval of a valid written request from the parents/guardians. MCSD has established an application process for educational travel, guidelines for making up work, the maximum number of days for educational travel and submission of a written report after the trip is completed.

**Requests for educational travel shall be submitted to the office five (5) school days prior to the student's anticipated absence.** Please complete the following form to insure your student's trip is considered a positive educational undertaking. This form must be completed and returned to the main office before the student goes on the trip. Excused absences for educational trips will be limited to five (5) school days in any given school year. **Assignments must be turned in upon the student's return to school.** If you have any questions, please contact your student's principal.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Number of School Days to be Missed: \_\_\_\_\_

Destination and/or educational points of interest to be visited: \_\_\_\_\_

\_\_\_\_\_

Siblings taking the trip (a separate form must be completed for each student and submitted to his or her principal):

Name(s) : \_\_\_\_\_ School and Grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon returning to school following the trip, your student is required to submit a two (2) page typed (or four (4) page handwritten) report about the trip experiences. This report is to be submitted to your student's principal within three (3) days of returning to school from the trip. Guidelines for this report are on the next page of this form.

## Secondary Education Travel Approval Guidelines Grades 6 through 12

This travel is approved under the following conditions:

1. A report of at least two (2) pages (typed double-spaced, Times New Roman 12 point font or four (4) pages handwritten) submitted no later than \_\_\_\_\_. Reports handed in beyond the assigned due date will not be accepted and the days of absence will be marked unexcused and/or illegal.
2. The report will clearly identify what aspects of the trip were found to be educational (i.e. landscape, plant/animal life, economy, historical significance, cultural differences, etc.). If you have any questions, please ask.
3. The report will clearly demonstrate why features were believed to be educational and will specify how perceptions were clarified, reinforced or changed. The report must be original and cannot be plagiarized or reproduced from the internet or any other source.
4. This report will not be a travel itinerary (i.e. we got up at 8:00 a.m., ate breakfast at 8:30 a.m., etc.).

Students who are approved for educational travel are responsible to get work from each of their teachers. Please have each teacher sign below to indicate that the paperwork has been secured for the period of absence as specified on the first page of this form.

Period	Subject	Teacher Signature
1		
2		
3		
4		
5		
6		
7		

Principal/Asst. Prin. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature indicates approval of the trip

Academy Director/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature indicates the Academy is aware of the trip