

Mifflin County School District Educational Trip Request Form
Kindergarten through Grades 5

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: _____

Teacher Signature: _____ Date: _____

Principal/Asst. Prin. Signature: _____ Date: _____

*Signature indicates approval of the trip

Upon returning to school following the trip, your student is required to give the teacher a minimum of a 1-page report about the trip experiences. This report could consist of a paragraph or more a day on new experiences, pictures, recordings, etc. of their educational experiences. This report is to be submitted to your student's teacher within three (3) days of returning to school from the trip. Reports handed in beyond the due date will not be accepted and the days of absence will be marked unexcused and/or illegal. Please Refer to the Educational Trip Policy in the Elementary Parent Handbook for more information.