

**LAMPETER-STRASBURG SCHOOL DISTRICT  
EDUCATIONAL TRIP APPROVAL**

Please read, complete, and return this form prior to taking any trip that requires your child/children to be absent on a regularly scheduled school day for an educational trip.

1. Please complete one form per family and return it for approval to the school office of your youngest child attending the trip no less than three (3) days prior to the trip.
2. Provide all information necessary to adequately and accurately address each question or item listed below.
3. The maximum number of excused days permitted under this policy is five (5) days.
4. Students accruing more than three (3) days of unexcused/unlawful absence, including unexcused/unlawful trips, may be subject to rules and regulations in accordance with state compulsory attendance laws and school policy.
5. Trips that do not evidence a readily apparent educational purpose may be deemed unexcused or unlawful.

Student's Name (Last, First):	Grade:	Age:

I/we the parents/guardians of the aforementioned student(s) request permission for their absence for an educational trip to:
Please indicate or describe the educational purpose or value of the proposed trip. Please use the back of this form if additional space is needed.

Date(s) of absence will be: \_\_\_\_\_

Adult supervision will be provided by: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature                      Date:                      E-mail (to receive copy of approval)

***Please return this form to the office of your youngest child listed above no less than three (3) days before the scheduled trip. Approval will be emailed to you at the address listed above.***

**OFFICE USE ONLY**

<input type="checkbox"/> Excused	<input type="checkbox"/> Make-Up Work Permitted	<input type="checkbox"/> Partial Approval
<input type="checkbox"/> Unexcused	<input type="checkbox"/> Contact Building Administrator	<input type="checkbox"/> Unlawful
Prior Educational Trip Days: _____		
Comments:		

Building Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_