



OCTORARA ELEMENTARY SCHOOL

Educational Trip Request

As per School Board Policy No. 204, (Extended Absence to Go on Vacation or Educational Trip) requests for extended absence from school must be made in advance in written form. Students will make up work and tests as determined by the principal and teachers involved. **A maximum of one (1) educational trip per year MAY be approved for a maximum of five (5) school days.** Any additional days of absence will be considered unlawful and subject to fines. No extended absences to go on vacation or educational trips will be approved during the week(s) of PSSA testing.

Student's Name: _____ Teacher: _____

Student will not be in school from _____ to _____ and will be returning to school on _____.

This trip will be educational for the following reasons: (Please list all reasons.)

Parent's Signature: _____ Date: _____



_____ The above trip has been approved as an educational trip.

_____ The above trip is **NOT** approved as an educational trip.

Principal's Signature: _____ Date: _____