

Muhlenberg School District Educational Trip Form

(request for excused absence)

Elementary Center C. E. Cole Middle School High School

If you wish your child excused from school for an educational trip, please submit this form to the school office one week prior to your departure.

***Note:** Educational trips should not be planned during state mandated testing.

Student Name _____

Date(s) of absence _____

Destination _____

Please describe in one paragraph why this trip will provide an educational experience for your child.

Parent/Guardian Signature _____

For office use. Please do not write below line.

_____ has/has not been granted legal
excuse for an educational trip for a time period of _____ to _____.

It is the student's responsibility to obtain a list of coursework that will be missed during their absence. The teacher(s) will provide a list of assignments to be completed by the date of the student's return.

Principal

Guidelines for Trip Approval

- A. The principal may approve student trips with families of up to but no more than 5 school days during a school year.
- B. No more than 3 such trips will be approved in a school year. The 5-day limit shall apply to the accumulated total of approved trips.
- C. Approved student trips with families shall be marked as excused absences on the student's attendance record.
- D. The student shall be responsible for securing from the teacher(s) a listing of school assignments for completion during the period of absence.
- E. The student is responsible for the completion of assignments and makeup of tests.
- F. If a trip is disapproved, the principal shall notify the parents in writing and specify the reason(s) for disapproval.
- G. When a disapproved trip is undertaken by a student, the Student Attendance Policy shall apply.
- H. Any requests beyond the limitations set forth in II-A. and II-B. may be forwarded to the Superintendent for consideration.