



Educational Trip Request Form

NOTE: To receive an excused absence this form must be submitted to the office and approved two weeks prior to the trip.

Who are the THMH students going on the trip?

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

What are the trip details?

Date(s) of planned absence? _____

Destination? _____

Who is going along on the trip (traveling along)? _____

What is the purpose of the trip or what learning will take place? _____

Please Read the Following:

- ✓ The State of Pennsylvania School Law indicates educational trips may count for an excused absence from school if the trip is educational in nature. ("Visiting family" is not considered educational and is an unexcused absence.)
- ✓ In order to receive an excused absence, each student will be required to document their learning (**see the following page for details**). This documentation will be due within one week of the student's return. Students not submitting these reports cannot be given an excused absence.
- ✓ In addition, students are required to make up for the missed schoolwork. The teacher will not be expected to provide future assignments to students who are anticipating an absence. Students must make arrangements with another student to compile a list of missing assignments during the absence. **Work assigned during the absence will be due the next class after returning. In the case where multiple days are missed in a row, the student will be given one day per day missed, up to a week.** Truthfulness and honesty are always the best. Parents, keep this in mind as you make your request.

Signature of Parent/Guardian: _____ Date: _____

Office Use:

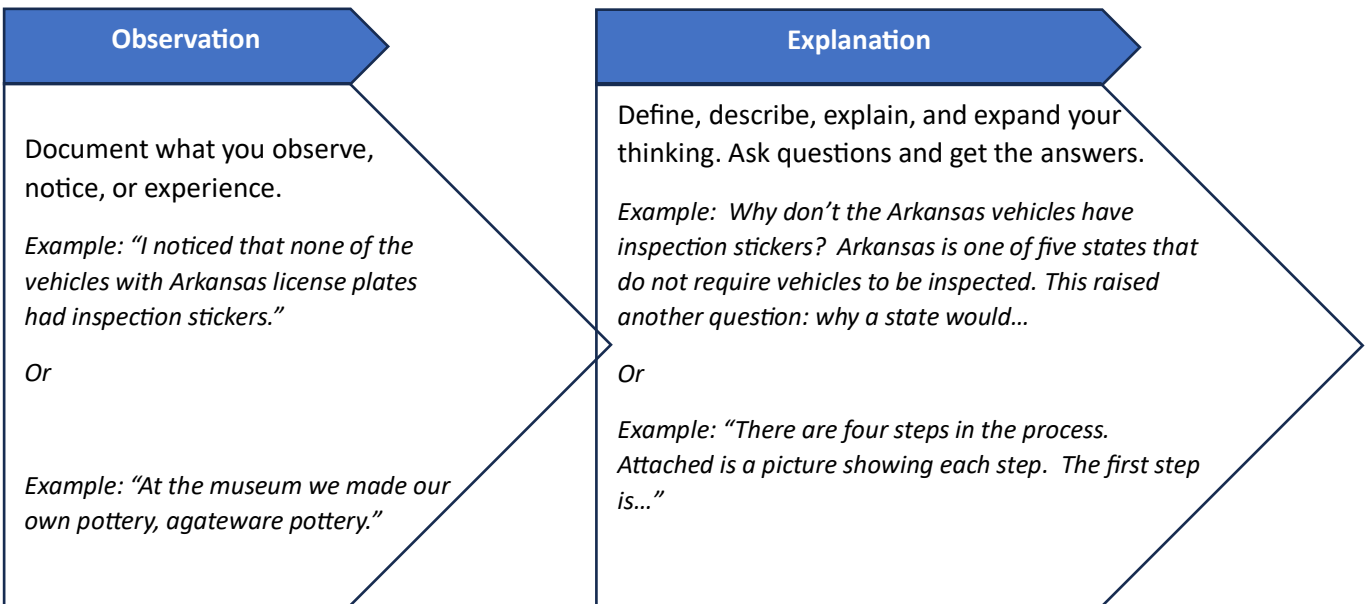
Date request received: _____ Approved: _____ Denied: _____

Comment: _____

Signature: _____ Date student submitted report: _____

Educational Trip Documented Learning

- 1. Overview:** Follow this process to document learning. Understand that the goal here is to *provide evidence* or *demonstrate* learning.
- 2. What qualifies as learning?** The following are examples of the kind of learning that educational trips offer.
 - a. Collecting** a body of knowledge and organizing it.
 - b. Experiencing** another culture or special event.
 - c. Visiting** a museum, historical attraction, geographical attraction, factory, etc. Places that are primarily designed for pleasure or entertainment do not qualify as places of learning.
 - d. Participating** in a chorus, youth group service activity, emergency response project, etc.
- 3. What method must be used for documenting the learning?**



Note: Here are some helpful suggestions.

- Be curious.
- Talk to locals and use online resources to get answers to your questions.
- Cite your sources.
- Proofread your document to be sure it is free of surface errors.
- Include pictures where appropriate and turn your document into a photo essay.

4. How do I submit my document?

- Your document must be typed.
- It must be a minimum of about 500 words.
- Print the document.
- Submit the document at the school office within a week of returning from the absence.

Note: Failure to submit appropriate documentation could result in the absence being marked unexcused.