

Terre Hill Mennonite High School

Educational Trip Request Form

NOTE: This form is to be submitted to the office two weeks prior to the trip in order to receive an excused absence.

Parents' Name _____ Today's Date _____

Please list students' names who will be going on this educational trip.

Grade	Name	Grade	Name
_____	_____	_____	_____
_____	_____	_____	_____

Date(s) of planned absence: _____

Destination of trip: _____

Explanation of educational purpose of the trip:

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.)

Each student must submit an excuse card with correct dates and parental signature upon returning from the absence.

All students will be required to submit a written 500 word report of what they learned educationally during their trip. This report will be due upon the student's return. The report shall be given to the administrator. Students not submitting these reports cannot be given an excused absence.

Students are required to make up for the missed school work. The teacher will not be expected to provide future assignments to students who are anticipating an absence. Students need to 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 or Guardian: _____

Office Use: Date Request Received: _____ Request Approved: _____ Signature: _____ Request Denied: _____ Reason: _____ Date Student Turned Report into Office: _____
