



WEST ALLEGHENY SCHOOL DISTRICT

STUDENT APPLICATION FOR EDUCATIONAL TOUR OR TRIP

Part I: To be completed by parent or guardian.

Student's Name _____ Student # _____ Telephone _____

Address _____ Zip Code _____

School _____ Grade _____ Homeroom Teacher _____

Proposed temporary address or travel destination _____

Dates student will be absent from school _____

Were prior requests granted during school year? ____ Yes ____ No Dates _____

Please explain the purpose of the tour or trip _____

Itinerary _____

The adult(s) accompanying the student is _____

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher(s).

Date _____ Signature of Parent/Guardian _____

Part II: To be completed by student's teachers.

<u>Teacher</u>	<u>Subject</u>	<u>Comment//Assignments</u>	<u>Due/Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part III: To be completed by the building principal. Please check one: _____ Approved _____ Disapproved

Reason for disapproval _____

Signature of Principal _____ Date _____

*Educational Trip. Upon receipt of a **written** request from the parent/guardian, **at least one week in advance** of the trip, students may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parent/guardian **when such tour or trip is so evaluated by the school principal** and student participants therein are subject to direction and supervision by and adult personage acceptable to the principal and the parent/guardian of the students concerned. **If above procedure is not completed, any absence will be considered illegal. Educational trips are to equal no more than five (5) days in a school year. In addition, trips will not be approved during state standardized testing periods, and/or for students with ten (10) or more absences.***