



WEST ALLEGHENY HIGH SCHOOL
STUDENT APPLICATION FOR EDUCATIONAL TOUR OR TRIP



Part I: To be completed by parent/guardian.

Student Name: _____ Grade: _____

Address: _____

Phone Number(s): _____

Travel destination: _____

Dates student will be absent from school: _____

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

Please explain the purpose of the trip: _____

Itinerary: _____

The adult(s) accompanying the student: _____

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 their return to school or within a reasonable period of time as designated by the teacher(s).

Signature of Parent/Guardian: _____ Date: _____

Part II: Student is responsible for acquiring signatures of their teachers before submitting for approval.

Teacher	Subject	Comments/Assignments	Due Date

Part III: After Part I and II are completed, submit to the principal for approval.

Approved **Disapproved** Signature of Principal: _____

Reason for disapproval: _____

Upon receipt of this 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 an adult personage acceptable to the principal and the parent/guardian concerned. If the above procedure is not completed, any absence will be considered illegal. Educational trips are equal to 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.