



POCONO MOUNTAIN SCHOOL DISTRICT

Educational Trip Approval Request

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_ HOMEROOM \_\_\_\_\_

Permission is requested for \_\_\_\_\_ to participate in the educational trip described below. This request is made pursuant to Board Policy on Educational Trips published on the back of this application (Policy # 204).

\*\*\*\*\*

Trip dates: \_\_\_\_\_ through \_\_\_\_\_ Total number of school days missed \_\_\_\_\_

Trip destination: \_\_\_\_\_

Description of the educational value of the trip (use additional pages if necessary, along with documentation substantiating the trip's value):

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

\*\*\* List all siblings in district that are also applying for trip approval:

Table with 3 columns: NAME, BUILDING, GRADE. Includes 5 rows of blank lines for entry.

I have read the educational trip policy and believe that the trip described above meets the requirements of this policy. In addition, my child will complete all the requirements as prescribed.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

FOR OFFICE USE ONLY

Days Absent: \_\_\_\_\_

Days Tardy: \_\_\_\_\_

The above-named student has applied for permission to take an educational trip. Please complete the recommendation below:

Table for teacher recommendations with columns: Teacher Name, Recommend, Not Recommend, Comment. Includes 6 rows of blank lines.

Principal's Decision Yes No \_\_\_\_\_

Principal's Signature

**POCONO MOUNTAIN SCHOOL DISTRICT**  
**BOARD POLICY ON EDUCATIONAL TRIPS**

- A. Students may be excused from school attendance to participate in non-school sponsored educational trips.
- B. To be eligible under this section, the student's parent/guardian must make written application on the form provided by the district at least ten (10) days prior to the trip. It is recommended that district approval for educational trips be obtained prior to finalizing trip plans (i.e. plane tickets, hotel reservations, etc.). Failure to submit prior to ten (10) days in advance may result in denial of trip by the administration.
- C. The principal will review the form, the student's attendance record, and teacher recommendations. Approval will be based on the date of submission, attendance record, current student academic standing, the student's previous trips, the educational value of the trip and teacher recommendations. When appropriate, the principal will give permission for such trips.
- D. No student in grades K-8 may spend more than a total of five (5) school days on approved educational trips in any given school year. Students in grades 9-12 will be allowed up to five (5) days per semester.
- E. Failure to get written administrative approval for an educational trip will result in the absences for the trip being declared unexcused and, where appropriate, unlawful. Students in grades 9-12 may also face "credit denial" as per the attendance policy of the district's high schools.
- F. The student is expected to make arrangements with his/her teacher to obtain and complete work missed. Work is to be presented to the appropriate teacher within five (5) days of the student's return.
- G. The student may be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one page in length. Failure to provide the written account within five (5) days of returning to school will result in the absence being declared unexcused or unlawful. Elementary students unable to provide such written statements may be directed to provide an oral statement or discussion with a teacher and/or the principal.