



## **Educational Trip Request Form – Request for Pre-approval**

A student will be excused from school to take up to 5 school days for an educational trip each school year with his/her parents/guardians. These days are to be preapproved (1 week prior to the trip) and comply with program requirements as described in the Parent/Student Handbook. Neglecting to gain prior approval for the educational trip will result in recording those days as unexcused/unlawful.

**Definition:** As used in this policy, the term “Family Educational Trip” shall refer to a trip in which the student is under the guidance and supervision of parents and/or guardians. In order to qualify as being educational, the trip must include activities in which the student is involved in learning experiences. Such activities include, but are not limited to: visiting museums, historical sites, zoos, galleries, laboratories, state or national parks, libraries, place of business or an agricultural exhibit etc.

### **PLEASE NOTE:**

- Personal business trips, shopping trips and other similar activities will not be approved as educational trips
- College visits and hunting do not require the submission of this form. Please submit a note for pre-approval to your building principal as outlined in the handbook.
- Educational trips for the first and last (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams; final exams) are strongly discouraged and may not be approved during these windows. PSSA testing dates are subject to change annually, please check with your building principal for testing dates.

### **Directions:**

To request an educational trip for approval, please complete the Educational Trip Request Form – Request for Pre-approval one week prior to the trip and submit to:

**One day:** Submit to the **Building Principal**.

**Two or more days:** Submit to the **Superintendent’s Office**.

**Warwick School District**  
301 West Orange Street  
Lititz, PA 17543

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Name(s) of student(s)

Building

Grade

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Dates(s) of proposed absences(s): \_\_\_\_\_

Number of school days missed for trip: \_\_\_\_\_

- An educational trip of **one (1) day** requires that the Educational Trip Request Form be submitted to the **Building Principal** one week prior to the date of the trip for pre-approval.
- An educational trip of **two (2) days or more** requires that the Educational Trip Request Form be submitted to the **Superintendent's Office** one week prior to the date of the trip for pre-approval.

Parent/Guardian Signature: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

**Please have your student(s) request assignments from all of their teachers prior to leaving on the trip.**

**Trip Destination:** Include experiences, which will be educational in nature and will therefore, provide the students with valuable educational experiences outside of the classroom.

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<b>OFFICE USE ONLY</b>					
Date Received: _____	Approved/Denied				
Circle One: Day 1	Day 2	Day 3	Day 4	Day 5	
Reason if Denied: _____					
Signature of Administrator: _____					