



Warwick School District
301 West Orange Street Lititz, PA 17543
Telephone: (717) 626-3734
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Lititz, PA 17543

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**.

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Name(s) of student(s) Building Grade

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.

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