



Northwestern Lehigh School District EDUCATIONAL TRIP REQUEST

Please use this form if you wish to request an excused absence for an educational trip. This form must be submitted at least five (5) school days before the date of your educational trip. Please complete one form per child and submit this completed form to the principal of the school which your child attends.

Educational Trips may be excused upon approval from the building principal. A student will be permitted to take an educational trip(s) and receive an excused absence if the total number of absences days in a given school year does not exceed ten (10) and provided the parent/guardian complies with the requirements of Board Policy 204.

Educational trips that occur during the first and last week of the school term / semester are discouraged.

Educational trips will not be excused during the PSSA or Keystone Exam assessment testing dates.

Disapproved trips will be treated as unexcused absences from school and subject to compulsory attendance laws.

Whenever possible, educational trips should be taken when school is not in session.

Name of child _____ Grade _____ School Building _____

Teacher(s) _____

Date(s) of absence _____ Destination _____

Educational aspects of trip _____

Parent/Guardian's signature _____ Date _____

Address _____

Daytime telephone number _____

Email address _____

Office Use Only

Date Received _____ Number of Total Absences _____ Approved _____ Disapproved _____
from absence record No. of days No. of days

Principal's Signature _____ Date of Decision _____

_____ The approval of this request exceeds 10 days absent this school year and the student will be required to obtain & submit a doctor's excuse for all future absences for consideration for excused absences.