



Minersville Area School District

P.O. Box 787, Minersville, Pennsylvania 17954
(570) 544-1400

Michael J. Maley
High School Principal

Nannette M. Bentz
Elementary Principal

Joel S. Motuk
Assistant to the Principal

Todd Rizzardi
Assistant Principal

Jill M. Atkinson
Special Education Director

Educational Trip Request

Student Name _____ Grade _____

Address _____

Phone _____

I/We _____ request permission to take _____
Parent/guardian child's name
on an educational trip to _____

Dates of the trip are: _____

Complete names of other children enrolled in the Minersville Area School District who will participate in the trip:

_____	_____	_____
Name	Grade	Building
_____	_____	_____
Name	Grade	Building
_____	_____	_____
Name	Grade	Building

The Minersville Area School District has created procedures regarding educational leaves that emphasize the need for students to be in school on a regular basis. Those district policies and procedures are listed on the reverse side of this form and can be found in the Student Handbook.

Parent or guardian signatures acknowledge acceptance of all district policies and procedures for student educational leaves.

Parent Signature _____ Date _____

Building Administrator _____ Date _____
_____ approved
_____ disapproved

NOTE: This form is due at the building office 5 school days prior to the first day of absence.

**Minersville Area School District
Educational Leave Policies and Procedures**

In accordance with basic School Board policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law.

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the student(s). Consideration of such a request is dependent on these conditions:

1. Trips may not exceed the maximum of five (5) days per school year.
2. All days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under the age of seventeen (17).
3. Parents are encouraged not to plan trips during the first or last ten (10) days of the school year.
4. The purpose of the trip must be stated.
5. The request must be made by the parent/guardian five (5) days prior to the students' requested leave. Forms are available at all building offices. Administrative responses to submitted forms by parents/guardians will be made within 48 hours of submission.
6. The principal prior to approval will review each request. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. the student's academic standing;
 - b. the student's attendance record;
 - c. the student's disciplinary record.
7. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
8. The student is expected to complete all schoolwork that is assigned during the school absence. The teacher prior to the trip will provide such assignments to the student. It will be the student's responsibility to contact teachers and make up any missed assignments.
9. Permission will not be granted for trips/tours during the district's standardized testing period and the state's testing periods.