



MOSHANNON VALLEY SCHOOL DISTRICT
Family Educational Field Trip
Approval Request

Education Trip Guidelines

In accordance with School Board policy, family trips for educational purposes will be considered within the context of school purpose and school law.

Parents who plan to take their children on an educational trip when school is in session may request an absence for the student(s). Such requests are dependent on these conditions:

1. **No more than 5 school days** in one (1) school year or 10 days within 2 years will be approved, on a case by case basis, for any student.
2. It is recommended that family educational field trips not be scheduled during the first 5 or last 5 days of school, or during mandatory state testing [PSSA, Keystone] periods.
3. An educational trip will not be granted for the same student if the student experienced the same trip during a previous school year.
4. The purpose, itinerary, and relationship to our educational purpose must be clearly explained as justification for the trip (to be noted on the request form).
5. **Student will be required to submit a one (1) page written reflection of their trip to the building principal within five (5) days of their return or the absences will be marked unexcused.**
6. Requests for educational field trips shall be made 5 school days prior to the student's planned absence using the proper form available in the school principal's office.

The school principal shall review requests for compliance with the stated conditions before submitting requests to the Superintendent for approval.

When prior approval is granted for an educational trip, the student must meet the following obligations:

- a. The student is expected to complete all missed school work.
- b. The student should request assignments immediately prior to his/her absence.
- c. It is the student's responsibility to obtain assignments, complete the work, and present completed assignments shortly after his/her return from the trip.

Note: In accordance with Pennsylvania State Law, educational trip absences count toward the 10 cumulative lawful absences during a school year which are permitted; all absences beyond the 10-day limit require a physician's excuse.



MOSHANNON VALLEY SCHOOL DISTRICT
Family Educational Field Trip
Approval Request

In accordance with the policy established by the Moshannon Valley Board of Education, I am requesting an educational field trip for:

Student: _____

Grade: _____ **Teacher:** _____

Trip Date(s): The trip will begin on _____ and end on _____.

Itinerary: The following places/activities will be experienced by my child/children:

Educational Value: Describe the educational value of this trip for your child/children:

Parent Signature _____ **Date** _____

Parent Email Address: _____

Office Use only

Approved: _____ Principal

Disapproved: _____ Principal

Approved: _____ Superintendent

Disapproved: _____ Superintendent

Approval Status will be emailed to teacher and parent.

Student(s) will be required to submit a one (1) page written reflection of their trip to the building principal within five (5) days of their return or the absences will be marked unexcused.

