

**BEAVER AREA SCHOOL DISTRICT
College Square Elementary School
Educational Trip - Family Trip Form**

Dear Parent:

The State Board of Education, in its regulations Chapter XI, Section 11,26, provides that upon receipt of a written request from the parents of the pupil involved, the pupil may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents. When such a trip is evaluated by the District Superintendent and pupil participants therein subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupil concerned.

Beaver Area: In order to evaluate an absence as an experience, the following elements shall be considered:

- a. Written request of a parent or guardian, no less than five days in advance
- b. Period of absence not to exceed 10 days
- c. Request to include a statement of the trip or experience, name of parent or other adult who will accompany student, and the learning to be achieved
- d. Student (or parents) must request interim assignments from his/her teachers
- e. No request accepted during the final 10 days of the school term

Please complete the following and return it to our school office. If you have any questions, please feel welcome to call our office at 724-774-0250 ext. 4801.

Sincerely,
Chris Ortmann, principal

Name of student _____ Teacher _____

Dates away from school _____ to _____

Adult/s with whom student will be traveling _____

Give a brief description of the educational objectives of the trip, destination, places of interest

Parent Signature _____ Date _____

Administration Approval _____ Date _____