



## EDUCATIONAL TRIP REQUEST

As stated in the York Catholic Student Handbook, under Pennsylvania law, absences that occur as a result of a trip are not automatically excused. Therefore, if an educational trip is absolutely necessary, a maximum of five days of excused absences due to an educational trip will be permitted each academic year. In order for an education trip to be approved the following must occur:

- The request for a student to be absent must be submitted via this form at least 5 business days in advance of the trip.
- Students must be passing all classes with an average of 70% or higher.
- Students must have a cumulative average of 75% or higher.
- Students must have no more than 9 days of absence prior to the trip.
- Students must be traveling with their own parents and/or legal guardians.
- The trip must occur during the regularly scheduled school year. No trips will be approved during Midterm and Final exams.

If the above is not followed, the absence will be marked "non-excused" and the teachers are not required to accept work.

If the trip is approved, a Teacher Educational Trip Form will be provided to the student to obtain signatures and assignments by all teachers. A copy of the completed form must be submitted to the Main Office prior to leaving on the trip. Also, students are expected to have all work completed on the day of return and missed tests must be scheduled immediately upon return to school.

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent Name** \_\_\_\_\_

**Parent Email** \_\_\_\_\_ **Parent Phone** \_\_\_\_\_

**Destination** \_\_\_\_\_

**Purpose of Trip** \_\_\_\_\_

**Dates of Travel** \_\_\_\_\_

**Date Missing School** \_\_\_\_\_

**Signature of Parent or Legal Guardian who will be accompanying student on the trip.**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Return this form to the Main Office at least 5 business days in advance of the trip.**

**Please allow at least 2 business days for notice of approval.**

### ***Internal Use Only:***

Attendance Officer	_____ Excused absences	_____ Unexcused absences	_____ Educ trip days
Director of Studies	_____ Passing all classes	_____ 75% average or above	
Dean of Students	_____ Final approval		