

Cocalico School District Trip Approval Form

Please read, complete and return this form to your child's school office prior to taking any trip that requires your son/daughter to be absent on a regularly scheduled school day.

Please provide all information necessary to adequately and accurately address each question or item listed below.

- Your son/daughter should return the completed form to the building office prior to the trip.
- The maximum number of excused days permitted under this policy is ten (10).
- Students accruing more than six (6) days of unlawful absences, including unlawful trips may be subject to disciplinary action in accordance with state compulsory attendance laws and school policy.
- Trips that do not evidence a readily apparent educational purpose may be deemed unexcused/unlawful.
- Please contact classroom teacher for any assignments that will be missed. These assignments shall be completed and returned to the teacher promptly upon their return. Students may have five school days to make up any additional missed work.

Student's Name: _____ Grade: _____ Homeroom Teacher: _____

Student's Name: _____ Grade: _____ Homeroom Teacher: _____

Student's Name: _____ Grade: _____ Homeroom Teacher: _____

I/we the parents/guardians of the aforementioned individual request permission for their absence for a trip:

Adult supervision will be provided by: _____

Date(s) of absence will be: _____ Destination: _____

Parent/Guardian Signature: _____ Date _____

Please describe the educational purpose of the proposed trip in the space provided below. Please use the back of this form if additional space is needed.

Building Use Only

Building Administrator's Signature _____

__Excused __Unexcused __Unlawful

CC: Parent, Teacher, File, Principal