



**GETTYSBURG
MONTESSORI**
CHARTER SCHOOL

Inspiring a Love of Learning

Educational Trip Form

A student may be permitted to take educational trips not to exceed five (5) school days during a school year if prior written approval is obtained from the CEO/Principal. Students who are absent from school for an educational trip are responsible for all classwork, homework, projects, test/exams, and activities missed during the days of absence. **Educational trip requests must be submitted in writing, to the CEO/Principal prior to planning the trip, or as soon as possible after the trip is scheduled, and at least 2 weeks prior to the scheduled departure.** Neglecting to obtain prior approval for an educational trip will result in the absence(s) being recorded as unlawful/unexcused absence(s). Educational trips may not be approved or during PSSAs for those students in grades 3-6, unless approved by the CEO/Principal. Students who are on a trip that leaves United States soil, and continues beyond ten (10) school days are required to withdrawal from school and request readmission upon return.

Student's Name: _____ Grade: _____
Name(s) and grade(s) of siblings also attending this trip:

Dates of proposed excused absence: _____

Briefly describe the educational merits of this trip: _____

With whom will the student be traveling? _____

Who will be responsible for the student while he/she is away? _____ Phone #: _____

This request is to be submitted two(2) weeks prior to the trip. I understand that the student is responsible for all classwork/activities missed during the days of absence.

Parent/Guardian Signature: _____

School use only

Date Received: _____ Date Approved: _____

Principal's Signature: _____

Comments: