

**LAMPETER-STRASBURG SCHOOL DISTRICT  
TRIP APPROVAL**

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

1. Provide all information necessary to adequately and accurately address each question or item listed below.
2. Have your son/daughter return the completed form to a building administrator for approval before homeroom no less than three (3) days prior to the trip.
3. The maximum number of excused days permitted under this policy is five (5) days.
4. Students accruing more than three (3) days of unexcused absence, including unexcused trips, may be subject to disciplinary action in accordance with state compulsory attendance laws and school policy.
5. Trips that do not evidence a readily apparent educational purpose may be deemed unexcused/unlawful, no make-up work permitted.
6. Submit a separate form for each student requesting approval.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

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

Adult supervision will be provided by: \_\_\_\_\_

Date(s) of absence will be: \_\_\_\_\_

Names/Grades of other siblings who will also attend: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**OFFICE USE ONLY**

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Excused   | <input type="checkbox"/> Make-up Permitted    | <input type="checkbox"/> Partial Approval               |
| <input type="checkbox"/> Unexcused | <input type="checkbox"/> No Make-up Permitted | <input type="checkbox"/> Contact Building Administrator |
| <input type="checkbox"/> Unlawful  |   |   |

\_\_\_\_\_  
Building Administrator's Signature

Return this form to the office no less than three (3) days before the scheduled trip, and check back for classification.

**High School Students Only:** Prior to turning this form to your school office, high school students must take the form to their teachers **without exception** for signatures, comments, and current grades, which will be recorded on the reverse side of this form.

**High School students are to have each of their teachers fill in appropriate information.**

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(Teacher: Please print your name by appropriate class period, initial, mark present grade, and comment, if you wish.)

Table with 4 columns: Teacher's Name, Initials, Present Grade, Comments. Rows for PER 1, PER 2, PER 3, PER 4.

Additional information on educational purpose or value of trip:

Lined area for additional information on educational purpose or value of trip.

