



# Capital Area School for the Arts Charter School

## Educational Field Trip Request

A student will be permitted to take not more than ten (10) educational trip school days, with his/her parents/guardians and receive an excused prearranged absence provided parents/guardians comply with program requirements. When an educational trip is planned which will require a student to be absent from school, an Educational Trip Request Form should be completed and returned to the office at least one (1) week prior to the trip. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent.

**PLEASE NOTE: EDUCATIONAL TRIPS WILL NOT BE APPROVED FOR THE LAST TEN SCHOOL DAYS OR DURING PSSA, KEYSTONE, MIDTERM OR FINAL TESTING PERIODS. PSSA AND KEYSTONE TEST DATES CHANGE ANNUALLY. PLEASE CHECK WITH YOUR BUILDING PRINCIPAL FOR TESTING DATES.**

**AN EDUCATIONAL TRIP FORM MUST BE COMPLETED FOR EACH CHILD. PLEASE HAVE YOUR CHILD/CHILDREN RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE AT LEAST ONE WEEK PRIOR TO YOUR TRIP.**

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

Parent's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Number of days student will be absent from school \_\_\_\_\_

Dates of Requested Trip \_\_\_\_\_

Destination and educational benefits to be derived: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify the above information to be correct.

**SIGNATURE OF PARENT/GUARDIAN** \_\_\_\_\_

NOTE: Please have your student acquire assignments from all of his/her subject teachers to plan ahead

Office Use Only:

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_