

MILLERSBURG AREA SCHOOL DISTRICT

NON-SCHOOL SPONSORED EDUCATIONAL TRIP REQUEST - Part I

The Millersburg Area School District believes that classroom education of students is vitally important. Any student missing class assumes the extra burden of making up the missed assignments while at the same time keeping up with the current work. Additionally, it is the responsibility of the parent/guardian to demonstrate that there is an educational value attached to a requested non-school sponsored educational trip. The following factors will be of primary importance as to whether a request shall receive preliminary approval:

1. The student's academic standing;
2. The student's overall school attendance;
3. The student's previously demonstrated ability to make up missed work; and
4. The educational merits of the trip.

Parents/ guardians should also understand these procedures:

1. A trip that received preliminary approval becomes an excused absence only if missed work is made up and all procedures have been followed.
2. A trip that does not receive preliminary approval will automatically be unexcused. The work that is missed may be made up, but the District does not guarantee that credit will be granted.
3. **No approval for trips will be given during periods listed below or during the last ten (10) days of school.**

PA System of School Assessment Testing (PSSA)

April 24th - April 28, 2023(ELA) Grades 3, 4 &5

May 1st - May 5th, 2023(Math) Grades 3, 4 &5

May 8th - May 12th, 2023(Science) Grade 4

4. No more than a cumulative total of five (5) educational trip days will be approved in a school year.
5. The appropriateness of assignments given will be determined by the teacher and approved by the building administrator.
6. Exceptional cases should be discussed with the building administrator.

Please complete the appropriate form and submit it to the building administrator of your son/daughter at least one (1) week in advance of the requested trip. Any school assignments missed during an approved trip must be made up within five (5) days after returning to school unless extenuating circumstances have been approved by the teacher(s) and building administrator.

EDUCATION TRIP REQUEST - PART II

_____ (Student Name)

_____ (Grade/Homeroom Teacher)

_____ (Date(s) of Absence)

Name(s) and grade(s) of other Millersburg Area School District students in the household who also will be absent (a separate request for students in a different building must be submitted to the appropriate building administrator for approval):

Name	Grade
_____	_____
_____	_____

Nature/purpose of trip and destination:

Parent/guardian signature: _____

Address: _____

Telephone #: _____

No approval for trips will be given during examination periods listed below or during the last ten (10) school days.

PA system of School Assessment Testing

(PSSA) April 24th - April 28, 2023(ELA)

Grades 3, 4 &5

May 1st - May 5th, 2023(Math)Grades 3, 4 &5

May 8th - May 12th, 2023(Science) Grade 4

Please be advised your request for a non-school sponsored educational trip has been:

_____Approved

_____Respectfully Denied_____

Date: _____

Signature of Building Administrator