

**Fleetwood Area School District**  
801 North Richmond Street, Fleetwood, Pennsylvania 19522

**Educational Trip/Excused Absence Request**

Dear Parents:

Please use this form if you wish to request an excused absence for an educational trip or extended excused absence.

Educational trips or extended excused absences may be permitted if approved by the District Superintendent or designee. Please submit this form, with the information below completed, to the office of the Principal. **This information must be submitted no less than two weeks prior to the date of the student's expected absence.** The Board has established **a limit of ten (10) days** per year for educational trips.

Completion of assignments remains the responsibility of the student. Parents are encouraged to monitor this process actively. Work must be completed within the same number of days as the educational trip with a maximum of five days upon the students return unless special arrangements are made with the teacher assigning the work.

Name(s) of child(ren)	Building	Grade/Teacher

**Parent Information** Parent Name: \_\_\_\_\_

\_\_\_\_\_  
P.O. Box/Street Address City State Zip

\_\_\_\_\_  
E-mail Address

**(Trips more than three days in length must be approved by both the building principal and the superintendent. If the superintendent's approval is needed, you will receive e-mail notification regarding the decision of this request. If no e-mail address is provided, a letter will be sent to you.)**

1. The responsible adult(s) who will accompany the child(ren) will be. \_\_\_\_\_
2. Date(s) of absence. \_\_\_\_\_
3. Destination of the trip. \_\_\_\_\_
4. In what ways will this trip be educational in nature? (What will your child learn from this trip?) \_\_\_\_\_

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

**\*\*\*\*\* DO NOT COMPLETE THE INFORMATION BELOW (Office use only) \*\*\*\*\***

Number of school days to be missed per this EFT _____
Total number of EFT days missed-school year to date _____ (prior to this EFT request)
Building Approval: Approved _____ Disapproved _____ <b>Building Principal</b> Initials _____
Superintendent Approval: Approved _____ Disapproved _____ <b>Superintendent</b> Initials _____