



School District of Springfield Township

1901 E. Paper Mill Road • Oreland, PA 19075 • P: 215.233.6000 • F: 215-233-5815 •

PRE-APPROVAL FOR EDUCATIONAL TRIP/TOUR ABSENCE

Given the educational value of trips and tours, the Principal(s) may excuse absences from school for educational travel. Please complete one form per family and submit to your building attendance secretary at least 14 days before your planned educational trip/tour. Students are responsible for requesting and making up any assignments for the period of absence. In addition, trips and/or tours lasting longer than 3 school days also require the completion of an [Educational Learning Product](#).

<u>Name(s) of Child(ren)</u>	<u>School</u>	<u>Grade</u>
_____	EN ERD MS HS	_____
_____	EN ERD MS HS	_____
_____	EN ERD MS HS	_____
_____	EN ERD MS HS	_____
_____	EN ERD MS HS	_____

Responsible adult(s) accompanying child _____

Date(s) of absence _____

Destination of trip _____

Describe the educational value of the trip. (Continue on other side if necessary.)

Parent's Name _____ Parent's Signature _____

Telephone Number _____ Date _____

You will be notified if the request is denied or if more information is needed.

☐ APPROVED ☐ NOT APPROVED

Administrator Signature: _____ Date: _____