

**Mifflin County School District Educational Trip Request Form
High School, Junior High School and Middle School**

Educational trips outside of the classroom have long been recognized for their positive educational value. State attendance regulations permit students to be excused from school for educational travel upon approval of valid written request from the parents. The Board of Directors of the Mifflin County School District has established an application process for educational travel, guidelines for making up work, maximum number of days for educational travel and submission of a written report after the trip is over.

Requests for educational travel shall be submitted to the office five (5) school days prior to the student's anticipated absence. Please complete the following form to insure that your child's trip is considered a positive educational undertaking. This form must be completed and returned to the main office before the students goes on the trip(s). Excused absences for educational trips will be limited to five (5) school days in any given school year.

ASSIGNMENTS MUST BE TURNED IN UPON STUDENT'S RETURN TO SCHOOL

Students Name _____ **Grade** _____

Address _____ **Phone** _____

Dates of Trip _____ **Number of school days missed** _____

Destination and/or points of interest to be visited

Siblings taking the trip

Name _____ **School/Grad** _____

Parent/Guardian Signature _____

Date _____

Secondary Education
Travel Approval Guidelines

This travel is approved under the following conditions:

1. A report of at least two pages (typed double-spaced, Times New Roman 12 point or 4 pages hand written) submitted no later than _____.
Papers handed in beyond the assigned due date will not be accepted and the days of absence will be marked unexcused and/or illegal
2. The report will clearly identify what aspects of the trip were found to be educational (i.e. landscape, plant/animal life, economy, historical significance, cultural differences, etc.). If you have any questions, please ask.
3. The report will clearly demonstrate why features were believed to be educational and will specify how perceptions were clarified, reinforced or changed. The report must be original and cannot be plagiarized or reproduced from the internet or any other source.
4. This report will NOT be a travel itinerary (i.e. we got up at 8:00 a.m., ate breakfast at 8:30 a.m., etc.)

Students who are approved for educational travel are responsible to get work from each of their teachers. Please have the form signed below to indicate that the paper work has been secured for the period of absence as specified on the front of the form.

Period	Subject	Teacher Signature
1		
2		
3		
4		
5		
6		
7		

(Signature Principal/Asst. Principal)

Date _____

(Director/Asst. Director of Academy)

*Signature indicates that the Academy is aware of the trip