

**REQUEST FOR EDUCATIONAL TRAVEL
ANTIETAM SCHOOL DISTRICT**

Student Name _____

School _____ Grade _____ Teacher _____

Dates of Planned Absence _____

Destination _____

Relationship of planned absence to school program

*** As per CDC COVID-19 travel mandates, students who travel outside of the country must get tested within 72 hours prior to returning home. ***

Name of Parent or Guardian who will accompany student(s)

Address _____

Parent/Guardian Signature

**Request to be submitted no later than 5 school days
prior to planned absence**

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Approved _____

Disapproved _____

Date

Signature of Principal

ANTIETAM SCHOOL DISTRICT EDUCATIONAL TRAVEL PROGRAM

Chapter II, Section 11.26 of the Pennsylvania State Board of Education Regulations, states the following:

“Upon receipt of a written request from the parents of the pupil involved, pupils may be excused from school attendance to participate in an educational trip provided during the school term at the expense of the parents when such a trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned”.

Although we encourage regular attendance, nevertheless, we understand the educational benefits which may be realized when a student travels throughout Pennsylvania, the United States, or the world.

If you will follow the procedure outlined below and your request for educational travel is approved, your child will be legally excused from school.

1. Complete the form entitled ‘Request for Educational Travel’ and return it to the main office of the school your child attends. A separate form must be filled out for EACH student. These forms will be forwarded to the Superintendent of Schools by the office personnel. The Superintendent will review the request and forward his response to you via your child.
2. All students are required to make up work missed within *three* (3) days following their return to school. Please consult with the Principal or the appropriate teachers concerning this procedure.
3. The Educational Travel Program limits the number of days of travel per student to a maximum of *five* (5) school days in any one school year.

Your compliance with the procedure outlined above will enable us to record the days missed as legal and excused absences.

Thank you for your cooperation.

Dr. Heidi Rochlin
Superintendent