

WALLINGFORD  **SWARTHMORE**
SCHOOL DISTRICT
 200 S. PROVIDENCE ROAD, WALLINGFORD, PA 19086

Trip Preapproval Request Form

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. Parents requesting approval of a student's absence due to a scheduled family trip are asked to provide information below and submit this form to the building principal prior to finalizing arrangements, but at least one (1) week before the trip.

Student(s) Information (List all siblings in WSSD schools attending the trip):	
Student Name: _____	Student Name: _____
Building Enrolled: _____	Building Enrolled: _____
Student Name: _____	Student Name: _____
Building Enrolled: _____	Building Enrolled: _____
Trip Information:	
Start Date: _____ End Date: _____ Total School Days: _____ Date student returns to school: _____	
Destination/Educational Benefit of Travel: _____	

Guidelines for Approval (WSSD Board Policy 204)

Parents are reminded to review Policy 204: Attendance, found on the District website, prior to submitting this form for approval to the building principal. When multiple children are involved, each building principal should be provided a copy of the approval request.

(OFFICE USE ONLY)	
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Principal's Signature: _____ Date: _____
Comments: _____ _____	