

WALLINGFORD SWARTHMORE SCHOOL DISTRICT

200 South Providence Road, Wallingford, PA 19086

Educational Tour/ Educational Trip Preapproval Request Form

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit from accompanying their parents/guardians on tours or trips that have educational value. Parents requesting approval of a student's absence due to a scheduled educational family tour or trip are required to provide the information below and submit this form to the building principal at least one (1) week before the tour/trip. Upon receipt, the building principal or designee will determine whether the tour/trip has been approved. In order for any absences due to attendance on an educational trip or educational tour to be marked as excused absences, the student must be in good academic, disciplinary, and attendance standing, and this request form must be approved by the building principal in advance of the student's departure.

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 and Educational Benefit of Travel:	
Parent/Guardian Signature: _____	Date: _____

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: Approved Not Approved	Principal's Signature: _____ Date: _____
Comments: _____ _____ _____	