



St. Theresa School

300 Leonard Street
Hellertown, PA 18055
610-838-8161

www.sttheresaotcj.org

St. Theresa School Educational Trip Form

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational trip or tour not sponsored by the school when the trip is evaluated by the Principal as educational and if the adult supervision is acceptable to both the Principal and the student's parents/guardians.

- This form should be submitted to the Principal a minimum of three (3) school days prior to the trip (except in an emergency). Parents/guardians will be notified if the request is denied.
- If more than one child in a family will be taking the trip/tour, please include their name and grade on this form.
- No more than ten (10) school days per student will be approved for educational trip/tour requests in any school year (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the Principal well in advance of the requested days.
- All school work missed during the trip/tour must be made up at the initiation of the student and in coordination with the teacher.

Student Name(s) _____

Name of Parent/Guardian _____

Phone _____

Address _____

Parent/Guardian Signature _____

Date _____

Brief description of the trip (include destination):

Educational value of the trip:

Dates of Absence:

Student to be accompanied by parent or guardian? Yes _____ No _____

Student to be accompanied by another adult? Yes _____ No _____

If yes, what is the adult's name? _____ Phone _____

Name of sponsoring organization, if any: _____

STUDENT IS RESPONSIBLE FOR ACQUIRING MISSED WORK

FOR SCHOOL USE	
Absences Total: _____	Principal's Decision: Approved _____ Not Approved _____
_____ Principal's Signature	_____ Date