

# LITTLESTOWN AREA SCHOOL DISTRICT

## PRE-APPROVED PLANNED FAMILY TRIP REQUEST

The Littlestown Area School District encourages students to be in school during the scheduled hours and dates. Any trips taken during the scheduled school time should be educational in nature.

This form must be completed and returned to **each** building office to which your children are assigned **one week prior** to the scheduled trip.

No student may be excused by reason of a planned family trip in excess of three (3) trips per year, not to exceed a total of ten (10) school days of any one school year.

Parent/ Guardian and/ or students are responsible for making arrangements for test, assignments, homework, etc. prior to the trip, and following through accordingly upon return.

I have read and understand the above.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ Date \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ SECOND CONTACT # \_\_\_\_\_

### STUDENT INFORMATION

Name of Student(s):	#1. _____	Grade: _____	Homeroom: _____
	#2. _____	Grade: _____	Homeroom: _____
	#3. _____	Grade: _____	Homeroom: _____
	#4. _____	Grade: _____	Homeroom: _____

### TRIP INFORMATION

Dates of Missed School Days: _____	To _____
Location of Trip _____	
Purpose of Trip _____	

#### FOR OFFICE USE:

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Approval (If Applicable): \_\_\_\_\_ Date: \_\_\_\_\_

( ) Excused

( ) Unexcused/Illegal