

# 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 tests, assignments, homework, etc. prior to the trip, and follow through accordingly upon returning.

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's Approval (If applicable) \_\_\_\_\_ Date \_\_\_\_\_

( ) Excused      ( ) Unexcused/Illegal