

# Dauphin County Technical School

## REQUEST for EDUCATIONAL TRIP

Notice: A student is permitted to take educational trips not to exceed five (5) school days in a school year. Students may not be granted permission for educational trips when they have poor attendance or unlawful absences. Students failing 1 or more subjects may be refused permission for educational trips. It is the responsibility of each student to make up all work missed and be prepared to continue his / her course of study upon return to school.

This form must be submitted to school a minimum of five (5) days prior to the trip.

Student's name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Dates requested: Begin \_\_\_\_\_ through and including \_\_\_\_\_

Total School Days Requested \_\_\_\_\_

Place or places to be visited: \_\_\_\_\_

Education Benefit: \_\_\_\_\_

I certify that the above information is true and correct and request permission for the trip.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Relationship

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**For School Use Only:**

Number of days approved \_\_\_\_\_ Number of days denied \_\_\_\_\_

\_\_\_\_\_  
**Signature of Principal Or Assistant Principal**

\_\_\_\_\_  
**Date**

TRIPS ARE NOT APPROVED UNTIL THIS FORM IS SIGNED AND RETURNED

EDUCATIONAL TRIP  
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The student listed on the front of this form has applied for an educational trip. This trip is not approved until signed by a member of the DCTS administration.

Your signature below indicates the student has advised you that they are applying for an educational trip. It is the responsibility of the student to request any work / assignments missed and complete that work by submitting it to you within 3 school days of the students return to classes.

A Day

B Day

First Period

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Second Period

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Third Period

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Fourth Period

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Fifth Period

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