

**WILSON SCHOOL DISTRICT
West Lawn, PA 19609**

NONSCHOOL-SPONSORED TRIPS

If there is more than one child in a family, from more than one building, only one application needs to be completed and returned to the oldest child's principal prior to the trip. Please provide us with two weeks notice to complete paperwork.

Name(s) of student(s): _____ Grade _____ Building _____
_____ Grade _____ Building _____
_____ Grade _____ Building _____

Start Date of Absence: _____ to _____
(Return to School Date)

Person(s) directing and/or supervising student(s) during above absence:

Name: _____ Phone: _____

Address: _____

Nature of the trip: _____

***Please review the information on the back of this sheet prior to signing.**

Date: ___ / ___ / ___ Parent/Guardian Signature(s) _____

Primary Phone _____

FOR SCHOOL USE ONLY

Prior Requests Y/N Dates: _____

Determination: Excused _____ Excused Conditional _____ Unexcused _____

Parent/Guardian Contacted: Date _____

School Official: _____

WILSON SCHOOL DISTRICT

PROCEDURES:

- Secure the application from the Principal's Office.
- Complete the application including: clearly defined purpose, itinerary, and educational aspects of the trip.
- Return the completed application to the Principal's Office prior to the trip. The office would recommend two weeks notice.
- If there is more than one child in a family from more than one building, only one application needs to be completed and returned to the oldest child's Principal's Office. The schools will be in contact with one another.
- Someone from the Principal's Office may be in contact with you concerning the absence.
- Assignments may be obtained prior to the trip (secondary only).
- Upon returning from the trip, the student is responsible to make up any work missed while absent.
- A student may be excused during a school year for up to five (5) days of absenteeism resulting from family or family financed trips.
- Any additional absences for trips will be recorded as unexcused/illegal absence(s). There will be no credit/make-up allowed for work missed due to an unexcused/illegal absence(s).
- No trips will be approved during published state standardized testing dates. Unapproved trips will be recorded as unexcused/illegal absences(s).
- Trips during the first five (5) days and the last five (5) days will be at the Principal's discretion.