



## OCTORARA PRIMARY LEARNING CENTER (OPLC)

### Educational Trip Request

As per School Board Policy No. 204, (Extended Absence to Go on Vacation or Education Trip) requests for extended absence from school must be made in advance in written form. Students will make up work and tests as determined by the principal and teachers involved. **A maximum of one educational trip per year MAY be approved for a maximum of 5 school days.** Any additional days of absence will be considered unlawful and subject to fines. No extended absences to go on vacation or educational trips will be approved during the week(s) of PSSA testing.

Student's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student will not be in school from \_\_\_\_\_ to \_\_\_\_\_ and will be returning to school on \_\_\_\_\_.

**This trip will be educational for the following reasons: (Please list all reasons.)**

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Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



\_\_\_\_\_ The above trip has been approved as an educational trip.

\_\_\_\_\_ The above trip is **NOT** approved as an educational trip.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_