

# Octorara Area Junior/Senior High School

Octorara Area Junior & Senior High School – Grades 7-12

226 HIGHLAND ROAD, ATGLEN, PA 19310-1603

Phone: 610-593-8254 Fax: 610-593-4945 HYPERLINK "http://www.octorara.k12.pa.us"www.octorara.k12.pa.us



Jonathan Propper, Ed. D.  
Junior/Senior High School Principal

Mark Peticca, M.A.  
Assistant Principal

Lisa McNamara, M.A.  
Director of OACTEP

Melissa Andrews, M.A.  
Assistant Principal

Parent/Guardian:

Please complete the information section regarding the trip you are taking. Please return it to the office at least two weeks prior to the trip. (See Page 23 in the student handbook). Your request will then be considered for approval. Your child should stop at the office to pick up the approved form for his or her teachers. Only one educational trip will be approved during the school year. Thank you for your cooperation.

Sincerely,  
Dr. Jonathan Propper  
Principal

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
Beginning Date of Trip \_\_\_\_\_ Ending Date of Trip \_\_\_\_\_ Total School Days \_\_\_\_\_

Destination: \_\_\_\_\_  
\_\_\_\_\_

Educational Value of Trip:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_

\*\*\*\*\*  
Trip Approved \_\_\_\_\_ Approved by \_\_\_\_\_

Trip Denied \_\_\_\_\_ Reason: \_\_\_\_\_

Teachers: Following administrative approval, please initial to acknowledge that you are aware of the student's trip.

\_\_\_\_\_

- Excused days for educational trips **DO** count toward the 10/20-day policy.
- Your child, after being absent on the dates above, will have accumulated an additional \_\_\_\_\_ days toward the 10/20 day policy which is located in the student handbook.

**\*\*Students are required to obtain work from all classes prior to going on trip.**