



Southern Lehigh Middle School

3715 Preston Lane • Center Valley, PA 18034 • 610/282-3700, fax 610/282-2963

R. Ann Pope MEd, MEdL, Principal
Patrice Turner, MEdL, Assistant Principal

EDUCATIONAL TRIP REQUEST

Dear Parents:

Please use this form if you wish to request an excused absence for an educational trip.

Educational trips may be excused if approved by the District Superintendent or his designee. Please submit this form with the information below completed to the office of the Assistant Principal.

NOTE: THIS FORM MUST BE SUBMITTED TO THE ASSISTANT PRINCIPAL BEFORE THE ABSENCE. UPON RETURN TO SCHOOL, A PARENTAL EXCUSE FOR THIS TRIP MUST BE SUBMITTED TO CLOSE THE TRIP CYCLE AND ASSURE THE DISTRICT THAT THE TRIP HAS OCCURRED AS REQUESTED.

Student must obtain teachers' signatures as notification of absence and obtain assignments (when issued in advance) before submitting form to office. Children are held responsible for requesting any assignments for the period of absence.

<u>Name of Student</u>	<u>Language Arts</u>	<u>Reading/Research</u>	<u>Math</u>	<u>Science</u>	<u>Social Studies</u>	<u>PE/Health</u>	<u>World Language</u>	<u>Mini</u>
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

1. The responsible adult(s) in whose company the child will be. _____
2. Date(s) of absence. _____
3. Destination of the trip. _____
4. In what ways will this trip be educational in nature? What will your child learn from this trip? _____

Parent's Signature _____ Date _____ Phone # _____
.....For Office Use Only.....

Approval Signature _____ Date _____

Student's Name _____ Basecamp _____

Date(s) of Absence: _____

_____ Approved _____ Disapproved