Bellefonte Area School District

Bellefonte, Pennsylvania

Educational Trip Attachment Form

(Must be completed for grades 9 – 12 only)

Student Name: _____ Grade: _____ Homeroom: _____

List dates of school days that will be missed due to the educational trip:

_____

_____

This form must be complete and submitted along with the Educational Trip Request form BEFORE trip approval is granted. Approval will be contingent upon your academic progress, attendance record, and your responsibility for keeping up with your assignments during the trip.

The purpose of this form is to: 1) Notify your teachers of your absence; 2) Check that you are in good academic standing; 3) Obtain homework assignments before your absence from school; and 4) Check your attendance and discipline.

ACADEMIC REVIEW

(initial only if student has good academic standing)

Period(s)	Subject Area	Teacher Initials

DISCIPLINE REVIEW

(check one)

_____ Satisfactory _____ Unsatisfactory _____ Vice-Principal Initials

ATTENDANCE REVIEW

(record # of days)

_____ Tardiness _____ Absences _____ Previous Trip Days _____ Attendance Secretary Initials

FINAL APPROVAL

_____

Principal