

**MOUNT CARMEL AREA SCHOOL DISTRICT  
600 WEST FIFTH STREET  
MOUNT CARMEL, PA 17851**

**REQUEST FOR EDUCATIONAL TRIPS AND TOURS**

While the Mount Carmel Area School District recognizes the value of educational trips, it does not encourage students to miss time from school because it could be detrimental to their academic success. The District requires that parents/guardians comply with the following guidelines relative to educational trips.

- The request for an Educational Trip must be submitted to the Superintendent at least seven (7) days in advance of the trip. Failure to meet this requirement will result in the request being denied.
- The trip must be educationally sound.
- The student must be passing all core subjects. It will also be your responsibility to make certain that all educational assignments are complete.
- The trip may not take place during the last two weeks of school.
- The number of cumulative days for educational trips in one school year may not exceed five (5) days.
- The trip may not take place during mandated state testing, such as PSSA or Keystone exams.

Since educational trips are not automatically approved, parents are cautioned to wait for a reply from the Superintendent who will determine if the trip will be educationally significant to the student.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
Address \_\_\_\_\_  
Dates of Trip \_\_\_\_\_ Location \_\_\_\_\_

Will siblings enrolled in the school district participate in the educational trip?

Yes \_\_\_\_\_ No \_\_\_\_\_

Names of Students and Grades \_\_\_\_\_  
\_\_\_\_\_

Describe the educational nature of the trip. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will supervise the student while on the trip? \_\_\_\_\_

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

\_\_\_\_\_  
Address \_\_\_\_\_

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**Office Use Only**

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

**Date** \_\_\_\_\_