



# MILLCREEK TOWNSHIP SCHOOL DISTRICT REQUEST FOR PARENT SPONSORED EDUCATIONAL EXPERIENCE

(submit to principal)

Student's Name: \_\_\_\_\_  
\_\_\_\_\_  
School: \_\_\_\_\_  
Grade: \_\_\_\_\_  
Teacher to whom trip report will be submitted:  
\_\_\_\_\_

Date (s) of trip: \_\_\_\_\_  
Return date to Pennsylvania: \_\_\_\_\_  
Destination of trip: \_\_\_\_\_  
Reason for trip: \_\_\_\_\_  
Education objectives of trip: \_\_\_\_\_  
\_\_\_\_\_

## DISTRICT POLICY

1. Only one Parent Sponsored Educational Experience will be permitted each school year. This trip must be pre-approved and will not exceed ten (10) school days.
2. [Travelers \(pa.gov\)](http://travelers.pa.gov)  
As of March 1, 2021 the Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel is no longer in effect. Travelers should still practice appropriate public health measures to slow the spread of COVID-19 such as masking, physical distancing, and hand hygiene.
3. No trip requests will be permitted the last ten (10) days of the school year.
4. Any trip that is not pre-approved may result in the student not being permitted to make up any missed school work, and the absence may be considered as unexcused and illegal. (In the event the student is eighteen (18) years of age or over, the absence will be considered as only unexcused.)
5. All required assignments must be submitted within three (3) school days upon the student's return.
6. Any deviation from this policy will be at the discretion of the building administrator.

## STUDENT ASSURANCES

I agree it is my responsibility to make arrangements with my teachers for assignments I will miss. I understand that this absence may adversely affect my grades because I will be missing class discussions. I will prepare a thorough written report of the educational value of my trip experience to be submitted when I return to school.

## PARENT ASSURANCES

I will make this trip as educational as possible for my son/daughter who will be traveling with me and see that the above student assurances are met. **NOTE:** Students traveling without parent or legal guardian or without advanced approval may be considered illegally absent with no opportunity for makeup. They may be subject to disciplinary action.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Principal

\_\_\_\_\_  
Date

\*Requests and reports must be submitted for all students K - 12.  
Parents may write reports for students incapable of writing on their own.