



# Forest City Regional Elementary School

100 Susquehanna St., Forest City, PA 18421

Phone - (570) 785-2483

[www.fcrsd.org](http://www.fcrsd.org)

Mr. Michael Zack, Principal

## Educational Field Trip Request Form

While we understand the value and need of family vacations, we strongly encourage taking students on vacation when school is not in session. Regular attendance is vital for your child's educational progress and success. Missed days can disrupt their learning, impact their academic performance, and make it challenging to catch up on lessons and assignments. We encourage you to plan vacations during school breaks to ensure your child's continuous academic growth and to minimize any disruptions to their learning journey. Your support in prioritizing their education is greatly appreciated. Please understand that ALL student absences, even excused, negatively impact our District's School Performance Profile which publicly highlights how schools are performing across the state on different indicators, including attendance.

Permission is being requested for children in my care to participate in the educational field trip described below. Please note that each student will be approved for NO MORE THAN FIVE school days as excused absences for an educational field trip each school year. Additional absences will be considered parent excused (up to 10 total per year) OR unexcused.

Trip dates: \_\_\_\_\_ through \_\_\_\_\_ # School Days Missed: \_\_\_\_\_

Trip Destination: \_\_\_\_\_ Trip Supervisor (if not parent/caregiver): \_\_\_\_\_

Please describe the educational value of the trip (use additional pages if necessary):

---

---

---

---

---

List all household members this request applies to (use an additional sheet if necessary):

Name	Teacher	Grade Level

In making this request, I affirm that the trip described above meets the requirements of an educational field trip and understand that NO MORE THAN FIVE school days may be counted toward an educational field trip each school year per the FCRES handbook language on the reverse side of this request.

\_\_\_\_\_  
Parent/Caregiver Signature

\_\_\_\_\_  
Date of Request

FCRES Handbook

EDUCATIONAL FIELD TRIP POLICY

**PARENT REQUEST FOR EXCUSED ABSENCE FOR STUDENTS FOR AN EDUCATIONAL TRIP**

A student may be excused from attending school to participate in an educational trip. Please follow the guidelines below when requesting an educational trip to be approved by the building Principal:

- Parents/Caregivers must complete the form on the district website or contact the main office a minimum of 2 weeks prior (except for an emergency).
- Requests will be approved if it is determined that the trip is of educational value to the student.
- No more than five (5) school days per student will be approved for educational trip requests in any school year.
- Unapproved trips shall be treated as unexcused absences.

-----  
For Office Use Only:

Student Name	Grade	Teacher	Days Absent	Days Tardy

Decision:

Request Status	Granted	Not Granted

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date of Decision

Comments/Questions: