

Lackawanna Trail High School
Factoryville, Pennsylvania

Request to Participate in an Educational Trip of Five School Days or Less

Instructions: Parent(s) requesting a leave of absence for students to participate in an educational trip must submit this completed form to the High School Office prior to the trip. Arrangements must be made with the teachers to make up all missed work.

Please complete the following:

Student Name _____ Grade _____

Destination _____

Why is the trip necessary during the school term? _____

Understanding of Consent:

As the parent/guardian of my child, I understand that the requested leave of absence will be recorded as lawful absence(s) under the condition that my child's attendance record has not presented a significant disruption to his/her educational progress. Further, it is my child's responsibility to contact his/her teachers in order to make arrangements for the completion of any work missed during my child's absence. Failure to meet either of these two conditions may result in my child's absences being recorded as unlawful.

Date(s) of absence requested _____

Date of Request _____ Parent's Signature _____

Approved _____ Denied _____

Parent Notification Date _____

Lackawanna Trail High School
Administrator _____