



Educational Travel & Hunting Trip Request Form

22 PA Code § 11.26: Upon receipt of a written request from parents of the student involved, student may be excused for school attendance to participate in an educational tour or trip during the school term, at the expense of the parents when such a tour or trip is so evaluated by the Director, is subject to direction and supervision by an adult and acceptable to the Director and to the parents of the student concerned.

GUIDELINES:

- Educational Travel, College Visitation, and Hunting Trips are included in the eight (8) parental excuse days permitted for each student.
- Half-DAY CTC students will follow their sending school policies for family vacations and college visitation days. **A copy of sending school approval MUST be provided to the CTC attendance office.**
- These days are considered legal absences if this form is submitted and approved by an administrator **two (2) school days prior to the date of travel.**
- If, at the time that the request is received, the student has accumulated three (3) or more illegal/unexcused absences, the request will be denied.

Please select type from the options below:

Educational Travel

- Full Day CTC students are allowed to take up to five (5) educational travel days with their family yearly.

College Visitation

- Students are allowed to take up to three (3) days for college visitations or testing. This will require a signed note from the institution to verify attendance at their school.

Hunting Trip

- CTC students are allowed to participate in hunting activities if sending school district policy allows.

TO BE COMPLETED BY PARENT/GUARDIAN

Name of Student _____ Grade Level _____

Sending High School _____ CTC Program _____

Date(s) of Proposed Absence(s) _____

Other Family Members Attending _____

Proposed Itinerary including location (county, state or country)

Parent/Guardian Signature _____ Date _____

Parent/Guardian Phone # _____ Parent/Guardian Email _____

CTC PROGRAM INSTRUCTOR SIGNATURE _____ Date _____

OFFICE USE ONLY

DATE REQUEST RECEIVED: _____

ATTENDANCE RECORD:

_____ # of Parent Excused Absence Days this school year

_____ # of educational travel days this school year

_____ # of Unexcused days this school year

LCCTC Administrator Signature _____ Date _____

_____ Excused Absence

_____ Unexcused Absence