

 Bethel Park High School

***Educational Family Trip Permission Form***

**\* IMPORTANT! This form MUST be submitted to your homeroom teacher at least **THREE DAYS PRIOR** to the absence from school. The request must *FIRST* be signed by the Attendance Coordinator; *SECOND*--signed by all of your son/daughter's teachers; and *THIRD*--sign-off by the principal. If this process is not followed, the absence will be considered **UNEXCUSED/ILLEGAL**.**

Student's Name: \_\_\_\_\_ Home Room # \_\_\_\_\_

Specific days of school to be missed: \_\_\_\_\_

He/she will be participating in an Educational Family Trip to the following location:

\_\_\_\_\_

Describe, in detail, the educational value of this proposed trip (What will be learned/experienced?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

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

**STEP 1:** Attendance Coordinator Signature:

\_\_\_\_\_  
**Attendance Coordinator Signature**

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

**STEP 2:** Teacher Signatures:

HR \_\_\_\_\_

Period 5 \_\_\_\_\_

Period 1 \_\_\_\_\_

Period 6 \_\_\_\_\_

Period 2 \_\_\_\_\_

Period 7 \_\_\_\_\_

Period 3 \_\_\_\_\_

Period 8 \_\_\_\_\_

Period 4 \_\_\_\_\_

Period 9 \_\_\_\_\_

**STEP 3:** Principal's Signature

\_\_\_\_\_  
**Principal's Signature**

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

\_\_\_\_\_ **Request Approved**

\_\_\_\_\_ **Request Denied\***

\*Reason for Denial of Request: \_\_\_\_\_

**PLEASE RETURN TO YOUR HOMEROOM TEACHER.**