

The School District of Jenkintown

Educational Travel Request Form

The School District of Jenkintown's attendance requirements are based on Pennsylvania School Law. Families are encouraged to schedule vacations during planned school holidays whenever possible. Parents/guardians may request approval for one educational family trip of up to five (5) school days per year by completing this form. Any additional days taken beyond the approved request will be considered unlawful absences.

Requests must be submitted at least two (2) weeks prior to departure. Submission of this form does not guarantee approval. Families will be notified if the request is approved or if additional information is needed.

Please complete the following information:

Student's Full Name: _____

JES ☐ JMS/HS ☐ Grade: _____

Dates Requested for Absence: Trip Start _____ Trip End _____

Responsible adult(s) accompanying child: _____

Brief Description of Trip:

Educational value of trip, please provide a brief description of the trip:

Parent or Guardian Name (Print)

Signature of Parent or Guardian

Date

Preferred Phone Number

FOR SCHOOL USE ONLY

Date Request Received: _____

Total Number of School Absences to Date: _____

Number of Days Absent for Trip: Excused: _____ Unexcused: _____

Principal's Decision: ☐ Approved ☐ Not Approved

Signature of Principal

Date