



North Allegheny Schools
 200 Hillvue Lane - Pittsburgh, PA 15237

Elementary Student Application for Educational Tour or Trip
 (Board Policy 3920)

Part 1: To be completed by parent or guardian.

Student name _____

Address _____

School _____

Grade____ Homeroom_____ Telephone_____

Proposed temporary address or travel destination _____

Dates student will be absent from school _____

Were prior requests granted during this school year?_____ Dates_____

Purpose of tour or trip _____

Itinerary _____

Reason why trip cannot be taken when school is not in session _____

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher(s).

Date_____ Signature of Parent/Guardian_____

Part II: To be completed by the student's teacher(s).

Teacher	Subject	Comment/Assignments	Due Date
_____	_____	_____	_____
_____	_____	_____	_____

Please check one: Approved Disapproved

Reason for disapproval _____

Date_____ Signature of Principal

