



MANHEIM TOWNSHIP SCHOOL DISTRICT

DISTRICT OFFICE

450A CANDLEWYCK ROAD LANCASTER PA 17601
(PH) 717.569.8231 (FAX) 717.569.3729
www.mtwp.net

Manheim Township School District NonSchool-Sponsored Educational Trip or Tour Request (ETT)

Please read, complete, and return this form for each child prior to taking any trip that requires your son/daughter to be absent on a regularly scheduled school day.

The maximum number of excused days permitted under this policy is **five (5)** days. "Vacation" is not a legal excuse and must be coded as an unexcused/unlawful absence, and trips that do not show evidence of an educational purpose may be deemed unexcused/unlawful. Parents/students should communicate with their student's teacher(s) to determine a plan to complete missed work.

To ensure a timely response to this ETT request, families must submit this form either through their online community portal account or to their building's main office at least two (2) school days in advance of the first day of the requested trip. Forms including requests for multiple siblings may take longer to process. Forms submitted less than two school days in advance may not receive approval before the planned trip.

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Student Name: _____ Grade: _____ Age: _____

Date(s) of absence: _____

REMINDER- ONE FORM FOR EACH STUDENT NEEDS TO BE SUBMITTED

Names/Grades of siblings who plan to attend: _____

Name of parent/guardian/designee accompanying student: _____

Please describe the educational purpose of the planned trip in the space provided below.

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY	
Received: _____	Approved/Denied
Reason if denied: _____	
School Administrator signature: _____	