

**WALLINGFORD**  **SWARTHMORE**  
**SCHOOL DISTRICT**  
 200 S. PROVIDENCE ROAD, WALLINGFORD, PA 19086

**Trip Preapproval Request Form**

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. Parents requesting approval of a student's absence due to a scheduled family trip are asked to provide information below and submit this form to the building principal prior to finalizing arrangements, but at least one (1) week before the trip.

<b>Student(s) Information (List all siblings in WSSD schools attending the trip):</b>	
Student Name: _____	Student Name: _____
Building Enrolled: _____	Building Enrolled: _____
Student Name: _____	Student Name: _____
Building Enrolled: _____	Building Enrolled: _____
<b>Trip Information:</b>	
Start Date: _____ End Date: _____ Total School Days: _____ Date student returns to school: _____	
Destination/Educational Benefit of Travel: _____	
_____	
_____	
_____	

**Guidelines for Approval (WSSD Board Policy 204)**

Parents are reminded to review Policy 204: Attendance, found on the District website, prior to submitting this form for approval to the building principal. When multiple children are involved, each building principal should be provided a copy of the approval request.

(OFFICE USE ONLY)	
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Principal's Signature: _____ Date: _____
Comments: _____ _____	