Littlestown Area School District
162 Newark Street
Littlestown, PA 17340
(717) 359-4146
www.lasd.k12.pa.us

Pre-Approved Planned Family Trip Request

The Littlestown Area School District encourages students to be in school during the scheduled hours and dates. Any trips taken during the scheduled school time should be educational in nature.

This form must be completed and returned to each building office of which your students are assigned, one week prior to the scheduled trip.

No student may be excused by reason of a planned family trip in excess of three (3) trips per year, not to exceed a total of ten (10) school days of any one school year.

Parents/Guardian and/or students are responsible for making arrangements for tests, assignments, homework, etc. prior to the trip and follow through accordingly upon returning.

I have read and understand the above guidelines and expectations.		
Parent/Guardian Name	Phone Number	Email
	( ) -	@
Parent/Guardian Signature		DATE
		__ / __ / 20__
Trip Information		
Location of Trip		
Purpose of Trip		
Dates of Trip		
Student Information		
Student Name	Grade Level	Homeroom
For Office Use Only		
Administrative Signature		
☐ Excused	☐ Unexcused / Illegal	Date: __ / __ / 20__