

Dear Parents/Guardians,

Penn Manor School District is now offering parents and guardians the ability to submit pre planned trip forms online through Sapphire's Parent Portal.

To submit an pre planned trip form online:

1. Sign into your Sapphire Parent Portal account
2. Select your child's name
3. Select "Student Data Forms" under the Student Backpack
4. Click on the "Pre-Planned Educational Trip Form" hyperlink
5. Complete all required parts of the pre planned trip form (as denoted by an asterisk \*)
6. Click on the Complete Form button to submit your pre planned trip form for review & processing

**Pequea - Pre-Planned Educational Trip Form**

Complete Form Page 1 of 1

**Pre-Planned Educational Trip Form**  
**Pequea Elementary School**

The district believes that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process.

It is recognized that family circumstances may require a student to be absent from school for what is termed a non-school-sponsored trip. In order for such an absence to be considered excused, the request must comply with Board Policy 204: Attendance and the corresponding Administrative Regulations.

**DIRECTIONS:**  
Students should have the Pre-Planned Educational Trip Form completed and electronically submitted to the main office in advance of the trip or tour, preferably five (5) school days in advance.

Homerom Teacher \*

Proposed Trip Start Date: \*

Proposed Trip End Date: \*

Total School Days: \*

Name(s) of person(s) supervising student during this absence: \*

Address of person(s) supervising student during this absence: \*

Primary phone number of person supervising student during this absence: \*

Primary email address of person supervising student during this absence: \*

Itinerary of the trip - include activities which will provide the student with educational experience: \*

I am aware of the responsibilities, which I have assumed or have assigned to someone else, and further agree to abide by the stipulations as set forth in the school district's policy and guidelines. \* Yes ▾

Required fields marked with (\*).

Complete Form Page 1 of 1

**Please be aware, approval of your pre planned trip form does not necessarily constitute an "Excused" absence, but simply that the main office has received your note.**

If you have any questions, please contact the office at 717-464-3831.

Paper forms will still be accepted, but we hope you find the online option convenient!