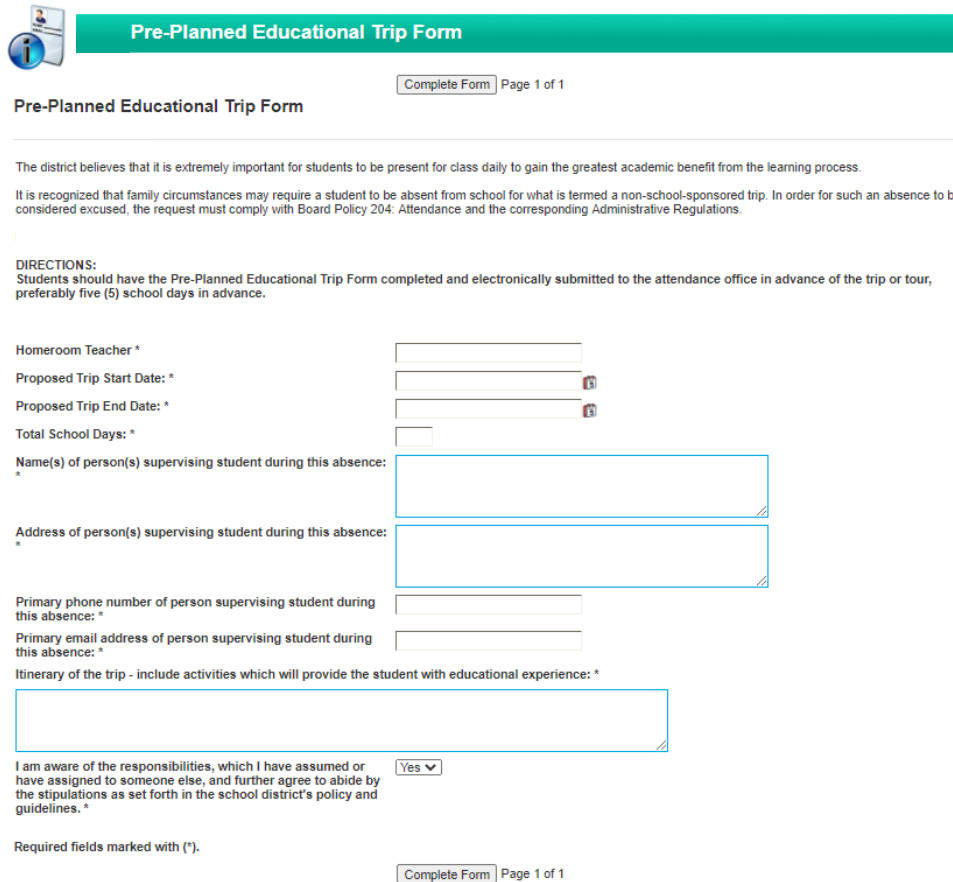


Dear Parents/Guardians,

Penn Manor School District is now offering parents and guardians the ability to submit Pre-Planned Educational Trip Forms online through their Sapphire Parent Portal accounts.

To submit a Pre-Planned Educational 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 form (as denoted by an asterisk *)
6. Click on the Complete Form button to submit your Pre-Planned Educational Trip Form to your child's school for review & processing.



The screenshot shows the online submission page for a Pre-Planned Educational Trip Form. At the top, there is a green header with the title "Pre-Planned Educational Trip Form" and a "Complete Form" button. Below the header, the page is titled "Pre-Planned Educational Trip Form" and "Page 1 of 1". The main content area contains the following text:

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 attendance office in advance of the trip or tour, preferably five (5) school days in advance.

The form includes several required fields marked with an asterisk (*):

- Homeroom 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: *

At the bottom of the form, there is a checkbox for "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." with a "Yes" dropdown menu.

Required fields marked with (*).

At the bottom of the page, there is a "Complete Form" button and "Page 1 of 1".

Please be aware, after you submit a Pre-Planned Educational Trip Form, it will be reviewed by your child's school. Approval/Disapproval of the trip form will be communicated to you via your child's school.

If you have any questions, please contact the main office of your child's school.

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