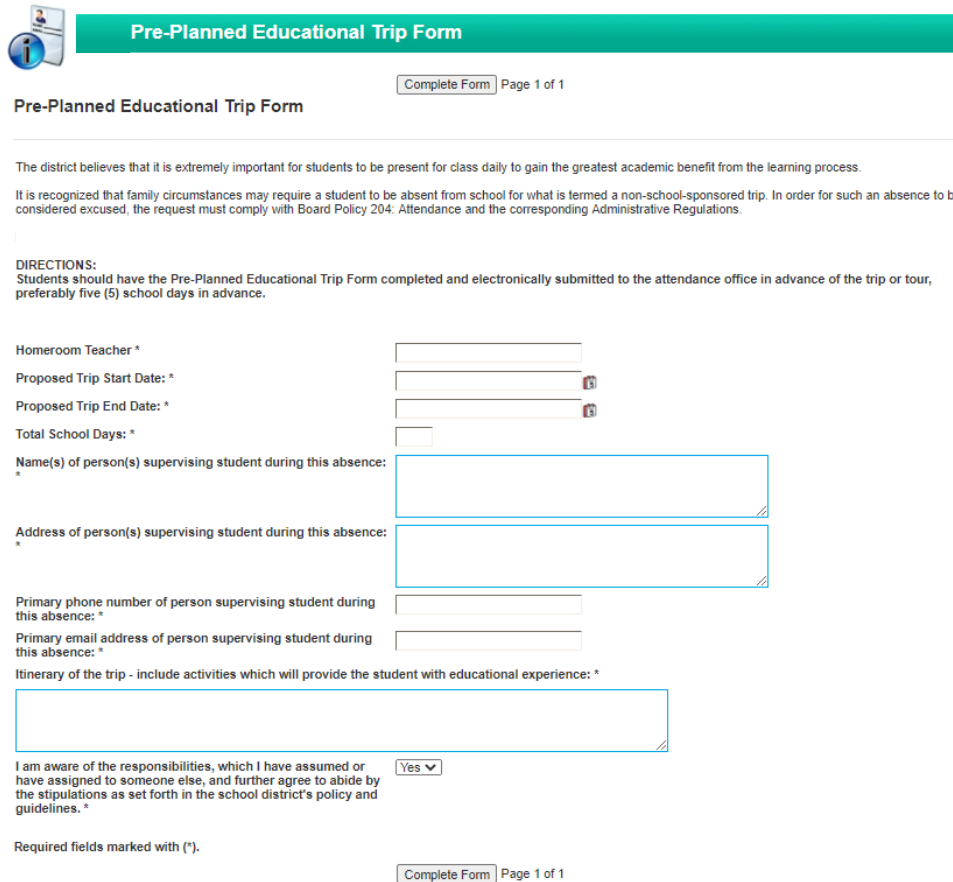


Dear Parents/Guardians,

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 form interface. At the top, there is a green header with the text "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 form contains several sections: a disclaimer about the district's belief in student attendance and family circumstances; "DIRECTIONS" stating that the form should be submitted in advance; and a series of 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", and "Itinerary of the trip - include activities which will provide the student with educational experience". At the bottom, 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." and a "Yes" dropdown menu. A "Required fields marked with (*)" note is at the bottom left, and another "Complete Form" button and "Page 1 of 1" are at the bottom right.

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!