

**EAST PENN SCHOOL DISTRICT**

**REQUEST FOR EXCUSED ABSENCE FOR STUDENTS TAKING NON-SCHOOL EDUCATION TOUR OR TRIP WITH FAMILY OR OTHER ADULT SPONSOR**

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the Superintendent as educational and if the adult supervision is acceptable to both the Superintendent and the pupil's parents/guardians.

In the East Penn School District, the building principal has been designated by the Superintendent to make the initial decision, based on the information provided. In order to clarify such absences, the following procedure for non-school educational trips/tours is established:

1. This form must be submitted to the Principal a minimum of five school days prior to the trip (except in an emergency). Parents/guardians will be notified if the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. Unless there are unusual or emergency circumstances, such requests will NOT be approved for the first ten (10) school days of the year or during semester examination periods at the secondary level, during the district's standardized testing period or the state's testing periods.
4. If more than one child in a family will be taking the tour/trip, a separate request for each child shall be made to each child's Principal.
5. No more than ten (10) school days per student will be approved for educational trip/tour request in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of the requested days of absence.)
6. Satisfactory academic achievement will be considered in the approval of such a request.
7. All school work missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

Name of Parent  
or Guardian (print) \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Student's Name	School	Grade	Homeroom or Teacher (secondary) (elementary)
1. _____			
2. _____			
3. _____			

Brief description of the trip (include location) \_\_\_\_\_  
 \_\_\_\_\_

Educational value of the trip \_\_\_\_\_  
 \_\_\_\_\_

Dates \_\_\_\_\_

Pupil to be accompanied by parent or guardian? Yes \_\_\_\_\_ No \_\_\_\_\_

Pupil to be accompanied by other adult? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the adult's name? \_\_\_\_\_ Phone \_\_\_\_\_

Name of sponsoring organization, if any \_\_\_\_\_

\_\_\_\_\_  
 Signature of Parent or Guardian

\_\_\_\_\_  
 Date

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED

FOR SCHOOL USE ONLY

Number of School Days Absent \_\_\_\_\_

Principal's Decision: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date