

## EAST PENN SCHOOL DISTRICT

### REQUEST FOR EXCUSED ABSENCE FOR STUDENTS TAKING NON-SCHOOL EDUCATION TRIP OR TOUR 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 trip or tour 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:

**No trips will be approved during the administration of state standardized tests.**

1. This form should be submitted to the Principal a minimum of three (3) 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 may not be approved 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 trip/tour, a separate request for each child shall be submitted to each child's Principal.
5. No more than ten (10) school days per student will be approved for educational trip/tour requests 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/Guardian (print): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name	Building	Grade	Homeroom (Secondary) Teacher (Elementary)

Are there other children in EPSD planning to attend this trip?      Yes \_\_\_\_\_ No \_\_\_\_\_

Student Name	Building	Grade	Homeroom (Secondary) Teacher (Elementary)

Brief description of the trip (include description):

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: \_\_\_\_\_

**STUDENT IS RESPONSIBLE FOR ACQUIRING MISSED WORK**

<b>FOR SCHOOL USE</b>	
Absences Total: _____	Principal's Decision:    Approved _____    Not Approved _____
_____	_____
Principal's Signature	Date