

Vacation Request Form

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 Number:_____

Address:_____ City:_____ State:_____ Zip:_____

Parent/Guardian Signature:_____ Date:_____

Vacation Request Form(page 2)

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

FOR SCHOOL USE

Absences Total: _____

Principal's Decision: Approved ____ Not Approved ____

Principal's Signature Date _____

Date _____