



Quakertown Community School District

Request for Excused Absence for Students Taking Non-School Educational Tour or Trip with Family or Other Approved Adult Supervisor

PLEASE REVIEW CRITERIA AND GUIDELINES ON THE REVERSE OF THIS FORM PRIOR TO COMPLETION

Name of Parent or Guardian (print): _____

Address: _____ Phone # _____

<u>Student's Name</u>	<u>School</u>	<u>Grade</u>	<u>Teacher (Elementary only)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Brief description of trip (include location): _____

Educational value of trip: _____

Date(s) of trip: _____

Pupil to be accompanied by Parent or Guardian? Yes No

Pupil to be accompanied by other adult (in lieu of parent or guardian)? Yes No

If "Yes," what is the adult's name? _____ Phone No. _____

Name of sponsoring organization, if any: _____

Are any school aged siblings attending the trip or tour? Yes No

If yes, what schools do they attend?

Name of School

Name of School

Name of School

Signature of Parent or Guardian

Date

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED

FOR SCHOOL USE ONLY:

Total Number of School Absences to Date: _____

Number of Days Absent for Trip: Excused _____ Unexcused _____

Academic Status _____

Principal's Decision: Approved Not Approved (Parent/Guardian will be contacted if NOT approved)

Principal's Signature

Date

Principal Comment:

QUAKERTOWN COMMUNITY SCHOOL DISTRICT

Request for Excused Absence for Students Taking Non-School Educational Tour or Trip with Family or Other Approved Adult Sponsor

Criteria/Guidelines

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 Quakertown Community 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 ten (10) school days prior to the trip (except in an emergency). Parents/Guardians will be notified in any case in which the request is denied. Approval of the request is dependent upon future attendance.
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 emergency circumstances, such requests will NOT be approved for the first or last ten (10) school days of the year (or semester at the high school) or during PA Standardized testing window as determined by the Pennsylvania Department of Education
4. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be made to each child's principal if the children attend separate schools. All siblings also attending the family trip or tour, and their schools must be listed on each form.
5. No more than five (5) 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 dates for absence.)
6. Satisfactory academic achievement will be considered in the approval of all requests.
7. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

October 2003

Revised March 2014