

Solanco School District

- Application -

- Request for Excused Absences from School for a Preplanned Educational Trip -

Policy on Permission for Educational Travel
Adopted Effective March 1, 1974

1. Complete form. Signed copy will be mailed to you.
2. If there is more than one child in your family, all names may be placed on one form.
3. Return completed forms, five school days in advance of your planned trip, to your child's building principal's office.
4. Read the policy on the reverse side before completing this form.

SECTION I - To be complete by the parent or guardian

Student Name: _____

Grade _____ School _____

Student Name: _____

Grade _____ School _____

Student Name: _____

Grade _____ School _____

Date (s) of proposed absence _____

Number of school days to be absent _____

Number of prior school days requested this school year _____

Person (s) directing and/or supervising student (s) during the above absences:

Name: _____ Phone: _____

Address: _____

Describe the schedule of the educational trip. Include experiences which will be educational in nature and provide the student with some valuable experiences outside the classroom. Please attach additional sheets if necessary.

The school policy and guidelines have been read, and we are aware of the responsibilities that we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines.

(Signature of Parent/Guardian)

Date

Summary of Policy on Permission Request for Educational Travel
Adopted Effective March 1, 1974

In conformity with the Pennsylvania Code, Title 22, Chapter 11, the Solanco School District provides for exceptions to the normal attendance as follows:

Educational Trips:

The school district recognizes that from time to time students may have the opportunity to participate in preplanned trips and educational experiences during the regular school year. Upon receipt of a prior written request from the parents or guardians of the pupils involved, pupils may be excused from school attendance to participate in educational trips.

Pre-approval forms are to be available in each school office. The determination of each request will be made on the following: prior attendance records, previous requests and frequency of such requests, and the weighted educational value of the requested experience.

Local District Guideline:

1. Absences will be excused for trips under the following conditions:
 - a. The trip shall be of educational value.
 - b. The parent(s)/guardian(s) shall present to the school officials an outline of the educational trip on the form provided at least five days prior to the trip.
2. A parent or another approved adult will be directly in charge of the child's educational program and will be responsible for the child's continued educational progress. The parent or student(s) is expected to do the following:
 - a. Contact teachers in sufficient time for assignments that are going to be missed during the trip.
 - b. Make-up all missed work to the satisfaction of the teacher in a timely fashion upon return, as determined by the teacher or principal.
 - c. Submit a folder or materials or a report to the principal, if requested.

Please not these specific restrictions:

- a. If a student has been fined for illegal absences or is currently required to present a doctor's excuse for chronic absenteeism, that student is not eligible for an approved educational trip.
- b. Failure to follow this stated procedure will result in absence marked unexcused.

Section II – For School Use Only

Comments:

Determination:

_____ Conditional Approval – Must complete Item #2 above.

_____ This request has been denied.

Comments/Other conditions: _____

School Official

Date