

POTTSTOWN SCHOOL DISTRICT
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A
PRE-PLANNED EDUCATIONAL TOUR OR TRIP
**Form needs to be completed and returned to the building principal
THREE DAYS BEFORE THE TRIP.**

Name of Student _____ Grade _____ Room _____

Building _____ Date(s) of Proposed Absence _____

Destination _____

Name of Sibling(s) _____ School(s) Attending _____

Person(s) Directing and/or Supervising Student During Above Absence:

Name _____ Telephone Number _____

Address _____

ITINERARY OF TRIP - Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

We have read the school policy and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy. **(See reverse side of the form especially Section C.)**

Parent/Guardian Signature _____ Date _____

----- FOR SCHOOL USE ONLY -----
Prior Request _____ Date(s) _____

Determination: Approved _____ Not Approved _____

Conditional Approval _____

Explanation/Comments: _____

Principal _____ Date _____

(Policy on Back Side)

PMS/PL/2793.REC

Educational Tours/Trips (Policy 6110)

The Pottstown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the building principal if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

- A. A "Request for Excused Absence" form has been designed for pre-planned educational tours or trips. This form will be sent to parents when the school receives notification of the intended trip.
- B. A parental request for excused absence must be submitted to the child's building principal or designee for consideration at least three (3) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. The principal will respond to the Request for Excused Absence. Questionable requests will be submitted to the superintendent for final determination.
- C. The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed. At the secondary level (Grades 6-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (K-5) are encouraged to share the trip experience with their class upon return to school. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence within one week after the student returns to school. **If the class work and/or the written report is not completed and submitted to the building principal or his/her designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws which may result in a fine.**
- D. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (Section 1333 of the School Code).
- E. A student may be excused from school to accompany his or her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason requires prior approval from the building principal or his designee and satisfactory completion of all work missed during the period of absence.