

WILLIAMSPORT AREA SCHOOL DISTRICT
APPLICATION FOR EXCUSED ABSENCE
FOR AN EDUCATIONAL TRIP

The Board of School Directors recognizes that Educational Trips can enhance and enrich the learning opportunities provided in the Williamsport Area Schools. The policy statement and accompanying administrative procedures related to educational trips are included on the back of this application. Please review the policy and procedures, complete the information below, and submit this application to the building principal at least one week before your educational trip. Students are responsible for the classroom work missed while on educational trips. This form must be submitted well in advance of a trip in order for classroom work to be prepared to accompany the student on the trip. **This form cannot be accepted after a trip has occurred, resulting in absences being ruled unexcused.**

Name of Student: _____ Grade: _____

Teacher (1st period for secondary students) _____

Dates of School to be missed: _____

Destination: _____

Description of Educational Activities the student will experience:

Name, address and telephone number of chaperone(s) if other than Parent/Guardian:

Other students in the family participating in the educational trip (separate forms must be completed for each school)

Name(s)	School Attending	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

As the parent/guardian I am aware that absences accumulated on this trip will count towards my child's (10) day absences before a physician's note is required for all future absences.

Signature of Parent/Guardian _____ **Date submitted** _____



FOR OFFICE USE ONLY

Action by Principal:

_____ Approved _____ Denied _____ Request Exceeds 5 Day Limit

Reason for Denial: _____

Signature of Principal _____ Date _____

Copies: Office, Parent/Guardian, Social Worker

Educational Trips (Not School Sponsored)

A student may be excused during the school year to participate in an educational tour or trip which is not sponsored by the school district if the following conditions are met:

- The parent or guardian shall submit a completed request form at least **one** week in advance of trip

Board Policy 204

All requests for an educational trip shall be submitted to the building administrator for approval. Upon receipt of a written request from the parents/legal guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Such travel shall be at the expense of the parent/legal guardian and shall be subject to direction and supervision by a parent/legal guardian.

Approval for these trips shall be requested, in writing, on forms provided by the District. Requests must be submitted one (1) week before the date of departure and should be completed in detail. Forms shall not be accepted after the trip.

Submission of the form does not constitute approval. Requests will be evaluated on the following criteria:

1. Length of trip – number of school days the student will be absent.
2. Only five (5) days per year shall be considered for educational trips. The Superintendent or designee may approve extenuating circumstances.
3. The number of absences accumulated prior to the scheduled trip. Ten (10) or more excused or unexcused absences accumulated prior to the trip may result in denial of the trip.
4. Trips and travel may not be approved if they conflict with finals, achievement or standardized tests, or other school events during which the Superintendent deems attendance is necessary.
5. Absences from school to participate in travel trips and tours may not be approved for students who are not in good academic standing.

Coursework missed during a period of excused absence to participate in a trip must be completed satisfactorily after return to school within fourteen (14) calendar days subsequent to the last approved day of absence. Given adequate notice of planned absences, teachers are requested, insofar as such is possible, to provide an outline of assignments for completion during the period of absence. Work submitted by students in conforming with this requirement is to be evaluated, without penalty, for late submission.

Absences accumulated while on an approved educational trip count towards the student's ten (10) day absences before a physician's note maybe required for all future absences.