

Complete & Submit this form within 10 or more days **PRIOR** to the vacation.

### Carl Sandburg Middle School

#### REQUEST FOR EXCUSED ABSENCE FOR STUDENTS TAKING NON-SCHOOL, EDUCATIONAL TRIP WITH FAMILY OR OTHER APPROVED ADULT SPONSOR.

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

Name of Parent/Guardian (Print) \_\_\_\_\_

Address \_\_\_\_\_

|                       |              |                         |
|-----------------------|--------------|-------------------------|
| <u>Student's Name</u> | <u>Grade</u> | <u>Homeroom Teacher</u> |
| _____                 | _____        | _____                   |

Brief description of trip (include location): \_\_\_\_\_ Date(s) of trip: \_\_\_\_\_

\_\_\_\_\_

Educational value of trip:

\_\_\_\_\_

\_\_\_\_\_

*Approved family vacations are considered "excused" absences. Excused absences count toward total allowable absences before course credit may be denied.*

|   |
|---|
| <p><b>I have read and understand the attached Attendance Policy #204.</b><br/> <a href="https://go.boarddocs.com/pa/nesh/Board.nsf/Public#">https://go.boarddocs.com/pa/nesh/Board.nsf/Public#</a></p> <p>Parent Signature: _____ Date: _____</p> |
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**FOR SCHOOL USE ONLY:**

Number of days absent \_\_\_\_\_

Principal's Decision: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

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Teacher's Initials (HR): \_\_\_\_\_

|                      |                   |
|----------------------|-------------------|
| English _____        | Phys Ed _____     |
| Social Studies _____ | Business Ed _____ |
| Math _____           | Tech Ed _____     |
| Science _____        | Music _____       |
| Reading _____        | Art _____         |
| Foreign Lang. _____  |                   |

Step 1: Take this form to your 1<sup>st</sup> thru 7<sup>th</sup> period teachers to initial.

Step 2: Bring the completed and signed form to the Guidance Office Secretary for the principal to approve prior to the absence/trip.

# CARL SANDBURG MIDDLE SCHOOL

## 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 school when the trip is evaluated by Superintendent as educational, and if the adult supervision is acceptable to both the Superintendent and the pupil's parents/guardians.

In the Neshaminy 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 school days prior to the trip** (except in an emergency). Parents/guardians will be notified in any case in which the request is denied.
2. Request 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 will **NOT** be approved for the first ten (10) school days of the year, or during Keystone and PSSA testing for students in Grades 5,6,7and 8.
4. **No more than five (5) school days** per student will be approved for educations trip/tour requests in any school year. (Please see School Board Policy #204.)
5. Satisfactory academic achievement will be considered in the approval of such a request.
6. Make-Up Work – While many teachers are able to provide their students with general work that can be completed while on a trip, please do not expect that a teacher can provide you with all of the work that will be covered during that time. Teachers adjust their instruction and pace for many different reasons. Instruction that is given in class can often not be made up through paper and pencil-type work. It is your responsibility to see that your child makes up the necessary work/tests when you return from the trip.

If the teacher has provided you with a work packet, it is your responsibility to see that the work is completed and returned to school when your child returns. You may need to plan on working with your child to teach new concepts since time may not allow your child's teacher to re-teach this missed material. It is important for children to return to school with an understanding of the material that was covered while they were on vacation.