



Neshaminy School District

Tawanka Elementary School • 2055 Brownsville Road • Langhorne, PA 19053

We Build Futures

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 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 five 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. 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 unusual or emergency circumstances, such requests will **NOT** be approved for the first (10) school days of the year, or during PSSA testing for students in Grades 3 and 4.
4. 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.)
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.

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

Name of Parent or Guardian (Print) _____

Address _____

<u>Student's Name</u>	<u>Grade</u>	<u>Teacher</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 _____ If "No" please provide name of adult and relationship to student.

Name: _____ Relationship: _____ Phone # _____

Name of sponsoring organization, if any: _____

Signature of Parent or Guardian

Date

The student is responsible for missed work or make-up work. See information on reverse side.

FOR SCHOOL USE ONLY:

Number of School Days Absent _____ Principal's Decision: Approved _____ Not Approved _____

Principal's Signature: _____ Date: _____