

**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 10 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 circumstance, such requests will NOT be approved for the first 10 school days of the year.
4. No more than 10 school days per student will be approved for the 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. All school work missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

(over)