

**ABSENCE FOR EDUCATIONAL PURPOSE**



Criteria/Guidelines

Pursuant to the Pennsylvania School Code, upon written request from the parent/guardian of the student involved, a student may be excused from school attendance to participate in a non-school district sponsored educational purpose (including college visits) when the trip is evaluated by the superintendent or designee (building principal) as educational, and if the adult supervision is acceptable to both the parent/guardian and the superintendent.

In order to provide guidance to parents/guardians, the following procedure for non-school district educational trips/tours has been established:

1. This form (reverse side) must be submitted to the principal a minimum of fourteen (14) 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 the trip/tour is of educational value to the student.
3. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be made to each child's principal if the children attend separate schools.
4. No more than five (5) days per student will be approved for educational purpose requests in any school year.
5. Unless there are unusual or emergency circumstances, such requests will not be approved for the first ten (10) school days of the year, during periods of standardized assessments, when a student has accumulated an excessive number of absences, or when a student is in academic jeopardy. Please consult the District website, school calendar, or contact your building principal for specific assessment dates.
6. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school. Failure to complete schoolwork may result in a lack of evidence toward learning objectives and may negatively impact the student's performance scores.
7. Days absent that are not approved for an educational trip/tour are deemed unexcused and may result in any or all of the following actions:
  - a. Notice of Unexcused Absences
  - b. Notice of Truancy
  - c. Notice of School Attendance Improvement Conference
  - d. Citation from District Court
  - e. Inability to receive credit for missed work or assessments

LOWER MERION SCHOOL DISTRICT

ABSENCE FOR EDUCATIONAL PURPOSE



This form is to be used if you wish to request an excused absence for an educational trip. Please review the information on the reverse side before you complete and submit this form.

Name of Child \_\_\_\_\_ School \_\_\_\_\_ Grade/Room \_\_\_\_\_

1. Responsible adult(s) accompanying child \_\_\_\_\_
2. Date(s) of absence \_\_\_\_\_
3. Destination of educational trip (if applicable) \_\_\_\_\_
4. Describe the educational value of the experience.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/guardian's Name (please print) \_\_\_\_\_

Parent/guardian's Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AT LEAST 14 DAYS BEFORE THE ABSENCE.**

*You will be notified if the request is denied or if more information is needed.*

**(OFFICE USE ONLY)**

**ABSENCES TO DATE**

CODE	COUNT	CODE	COUNT
Absent Excused Cumulative (AEC)		Unlawful Absence (under 17) (UNL)	
Absent Unexcused (over 17) (AU)		Educational Trip (FT)	

**Up to Five (5) Days:**  Approved  Not Approved

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMENTS:**  
 \_\_\_\_\_  
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