



Family Educational Travel Form



This form must be completed and returned to the High School Office at least three days prior to the absence. This means planning should start at least two weeks prior to the absence.

(Student's Name) _____ would like to participate in a family travel/activity resulting in absence from classes. **Student's cumulative absences in addition to the proposed education travel absences shall not exceed 10 days.**

Educational purpose of the trip:

Date of trip: _____ to _____

Number of days missed: _____

The student has the following responsibilities

1. Inform each teacher of plans in advance
2. Ask if there is work that can be completed prior to the absence
- 3.

Student Signature

Date

Parent Signature

Date



Family Educational Travel Approval Form

In accordance with the attendance policy set forth by the school board, the following conditions need to be met in order to be granted approval for an educational travel:

- 1. The parent/guardian submits a written request for excusal prior to the absence.**
- 2. The student's participation has been approved by the building principal.**
- 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.**

Cumulative absences:

If a student's total number of absences combined with the proposed number of days of the educational trip exceed 10 days of school, the trip will be denied for acceptance as excused absences.

****Additionally, no student vacation or field trip will be approved if the days missed exceeds the allowable number of parent excuses. This will also apply to vacation requests during PSSA/Keystone testing as the state expects every student to participate in the exams.**