

**SPRING-FORD AREA SCHOOL DISTRICT
ADULT SPONSORED TOURS AND TRIPS**

THIS FORM MUST BE SUBMITTED TEN (10) DAYS PRIOR TO THE DATE OF THE TRIP

Student's Name: _____ Date Submitted _____

Other Siblings on trip:

Name (s):

Grade(s):

School(s):

Note: Siblings must be approved individually by the principal/assistant principal of the respective schools involved.

Home Room #:

Destination:

Date:

Date of Return to School:

Total Number of School Days Absent:

Name and address of adult who will conduct the trip:

Name

Address

Telephone Number

Relationship to Student

What prior arrangements have you made with your child's teacher(s) for meeting the regular classroom instruction and assignments which will be missed as a result of this trip?

This request, which I have submitted for your approval, is based on an understanding and acceptance of the attendance policy ([Board Policy #204](#)).

Signature(s) of Parent(s) or Guardian(s)

Telephone Number

Consistent attendance is vital in promoting academic achievement. School officials do not encourage absence from school for any reason. This form will be returned to you. Principal's approval merely indicates that there is no attendance penalty.

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-- FOR SCHOOL USE ONLY --
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Teacher signed acknowledgement and comments:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Principal/Assistant Principal

Date

Approved

Disapproved

Days Excused

Days Unexcused

SPRING-FORD AREA SCHOOL DISTRICT
857 SOUTH LEWIS ROAD ROYERSFORD, PA 19468

ATTENDANCE POLICY ([Spring-Ford Area School District Policy 204](#))

Adult-Sponsored Tours and Trips, not School-Sponsored

Upon receipt of **the Adult Sponsored Tours and Trips form** from the parents of the pupils involved, pupils may be excused from school attendance to participate in a family trip provided during the school term at the expense of the parents when such trip is evaluated by the District Superintendent or the Superintendent's designee(s). Pupil participants therein are subject to direction and supervision by an adult acceptable to the District Superintendent or the Superintendent's designee(s) and to the parents of the pupils concerned.

ADMINISTRATIVE REGULATIONS

1. Absences for non-school trips shall not be excused unless a written request by the parent has been approved by the building principal. Such requests are to be submitted in a format developed by school officials ten (10) days prior to the date of the trip.
2. Only ten (10) days of absence for non-school trips during any school year will be classified as excused. If a student already has a number of excused days (cumulative of sick, previous non-school trip or other excused reason) for that school year, only the difference between the number of accrued excused days up to ten (10) will be approved as excused. The remaining days will be considered unexcused. Additional days will be classified as unexcused and/or unlawful and will be subject to the legal procedure prescribed by attendance regulations.
3. Coursework missed during a period of excused absence to participate in a trip must be completed satisfactorily after return to school within fourteen (14) calendar days subsequent to the last approved day of absence. Given adequate notice of planned absences, teachers are requested, insofar as such is possible, to provide an outline of assignments for completion during the period of absence. Work submitted by students in conforming with this requirement is to be evaluated, without penalty, for late submission.
4. Absences from school to participate in adult-sponsored tours and trips may not be approved for students who are failing two (2) or more subjects; for students who are identified as habitually truants and/or, for students for whom a physician's excuse is required.
5. Students who participate in non-school trips of educational merit shall, at the discretion of the teacher, give an oral or submit a written report concerning the highlights of the trip. At the discretion of the teacher, such report may be accepted in lieu of comparable course requirements.
6. Family or non-school sponsored trips that exceed ten (10) school days will result in the student being disenrolled from the school district. Upon return from the family or non-school sponsored trip, a parent or guardian will need to re-register with the District by first scheduling and attending an appointment with the District Office.