



## **Request for Educational Trip/Activity**

In conformity with the Pennsylvania Code, Title 22, Chapter 11, the Pequea Valley School District provides for exceptions to the normal attendance regulations as follows:

### **Educational Tours and Trips**

The school district recognizes that from time to time students may have the opportunity to participate in preplanned trips and educational experiences during the regular school year. Up to ten (10) days in any one school year may be used for such trips.

Upon approval of a written request from the parent/guardian of the student at least one day prior to the trip, he/she may be excused from school attendance to participate in an educational trip. Preapproval forms shall be available in each building office.

### **District Guidelines**

1. Excusal from attendance will be granted for trips/activities provided the following conditions are met:
  - a. The trip shall provide an exposure that has some educational value for the student.
  - b. The parent/guardian shall present to the school, on the form provided an outline of the trip.
2. It is understood that the parent(s)/guardian(s) or the approved adult(s) will be directly in charge of the educational program of the student(s) and will be responsible for the continued educational progress of the student throughout the trip. All school work missed during the absence is expected to be made up.

Policy revised: 10/10/96  
Policy revised: 04/08/99  
Policy revised: 01/13/00  
Policy revised: 07/31/13  
Policy revised: 08/10/17



**PEQUEA VALLEY SCHOOL DISTRICT  
EXCUSED ABSENCE REQUEST FOR A  
PREPLANNED EDUCATIONAL TRIP/ACTIVITY**

**Directions:**

1. Return completed form to the building administration at least one (1) day prior to the trip.
2. This form must be approved before the learner goes on the trip in order for the trip to be excused.

Learner Name(s) \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_  
 \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_ Return Date \_\_\_\_\_ # of School Days \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_

Destination \_\_\_\_\_

**Itinerary of the trip/activity:** Include experiences which could be educational in nature and will, therefore provide the learner with valuable experiences outside of the classroom.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**We have read the school policy and guidelines on the back of this form and are aware of the responsibilities which we have accepted or assigned to someone else. We further agree to abide by the terms set forth in the policy and guidelines.**

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Prior requests: \_\_\_\_\_ Dates: \_\_\_\_\_

Determination: Dates Approved \_\_\_\_\_ Dates Not Approved \_\_\_\_\_

Date: \_\_\_\_\_ School Principal or Designee \_\_\_\_\_

Administrator Notes: \_\_\_\_\_

\_\_\_\_\_