

CONESTOGA VALLEY SCHOOL DISTRICT
TRAVEL FORM

State attendance regulations 11:26 reads as follows:

“Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned.”

This form should be submitted prior to the date of the departure. A student is annually given 5 days of excused absences, additional days are unexcused absences. Students are expected to make up all class work missed during the absence.

TO BE COMPLETED BY THE PARENT:

Students Name: _____ **Grade:** _____

School: Brownstown Elementary

Dates of proposed absence: _____

Other family members who attend CV (Name and School): _____

Proposed Itinerary: _____

Parents' daytime phone number: _____

Home phone: _____

Parent's signature: _____ **Date:** _____

To be completed by the school:

Number of absences this year: _____ **Number unexcused:** _____

Number of educational travel days this year: _____

Attendance Officer's signature: _____

Principal's signature: _____

Excused: _____ **Unexcused:** _____ **Date:** _____