

**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. With approval, a child may be given up to 5 days of excused absence for trips and vacations. All additional days are illegal/unexcused. If, at the time of the request is received, the student has accumulated 3 or more illegal/unexcused absences, the request will be denied. Students are expected to make up all class work missed during the absence.

To be completed by the parent/guardian:

Name of student _____ Grade _____ Student ID # _____

School _____ Management Team _____

Dates of proposed absence _____

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

Proposed itinerary _____

Parent/Guardian daytime phone number _____ Home phone _____

Parent/Guardian 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 _____

Administration signature _____

Excused _____ Unexcused _____ Date _____

Teacher Signature	Teacher 's Name	Period	Subject
		1	
		2	
		3	
		4	
		5	
		Class taken outside of normal block 5	
		Mgmt. Team	

Instructions for Completing Form

1. Parent/Student should complete form on reverse side.
2. Student should complete the above table. Remember to have all your teachers initial in appropriate space.
3. Return form to Attendance Office prior to travel date(s).
4. Student will be notified of administrator's decision as to whether the absence is excused or unexcused.