

Upper St. Clair School District
Upper St. Clair, Pennsylvania 15241

EDUCATIONAL TRIP/TOUR REQUEST FORM

ONE COPY PER STUDENT

Attendance is an important factor in educational success. The Upper St. Clair School District's Attendance Policy (204) includes educational trips/tours as a reasonable absence from school provided that the following conditions are met:

1. The parent/guardian submits a written request for excusal at least one week in advance on the provided District approved form.
2. Educational trips/tours may not be approved during the administration of standardized tests or semester exams, first/last week of school, and if a student is in poor academic standing.
3. Total pre-approved education trip absences during the school year will not exceed **five** days.
 - a. Requests beyond five days will require a conference with the building principal.
4. All pre-approved absences will be recorded as an excused absence.
5. This form is to be used in place of the written excuse.
6. Students are responsible for making up all school work.

Requests will NOT be approved for students considered truant (3 unlawful absences), habitually truant (6 unlawful absences) or have exceeded the parentally excused absence amount.

Date of Application _____

Student's Full Name _____ Grade/Homeroom _____

Date(s) of Proposed Absence _____ to _____ Number of Days Requested _____

Were there prior requests this school year? ☐ Yes ☐ No Dates: _____

Describe the trip. Include experiences which could be educational in nature and will, therefore, provide the student with some valuable experiences outside the classroom.

Person(s) directing and/or supervising student during above absence:

Name _____ Address _____

Phone Number _____ Email _____

Signature of Parent/Guardian

Date

DISTRICT USE ONLY

Date Received _____

Number of EFT days for this request: _____

Total AEs to date: _____

Total ETFs to date: _____

☐ Approved ☐ Not approved

Principal's Signature _____ Date _____

Reason for disapproval:

☐ Excessive Absenteeism ☐ Poor Academic Performance ☐ School Calendar Conflicts ☐ Other: _____

Form will be scanned to appropriate teachers and filed for attendance documentation purposes