



CHARLEROI

AREA SCHOOL DISTRICT



Family Educational Travel Form

In accordance with the attendance policy set forth by the school board, the following conditions need to be met in order to be granted approval for an educational travel:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the building principal/designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

PLEASE NOTE:

- Students are responsible for completing work missed during the educational trip.
- The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.
- If a student's total number of absences combined with the proposed number of days of the educational trip exceed 10 days of school, the trip will be denied for acceptance as excused absences.
- No student vacation or field trip will be approved during PSSA/Keystone testing, as the state expects every student to participate in the exams.
- Parents are urged to restrict travel on school days since the lack of continuity disrupts instruction for the absent student as well as the class.

This form must be completed and returned to the office at least three days prior to the absence. This means planning should start at least two weeks prior to the absence.

*** SEE REVERSE ***

Student's Name: _____ Student's Grade: _____

Site of Educational Trip: _____

Educational purpose of the trip: _____

Date(s) of the trip: _____ to _____

Total number of school days missed: _____

Student responsibilities:

1. Inform each teacher of plans in advance.
2. Ask if there is any work that can be completed prior to the absence.

student signature

date

parent/guardian signature

date

Administrative Approval
(to be completed by the building principal/designee)

building principal/designee signature

date

Approved: _____ Not Approved: _____

Reason for Disapproval:

_____ excessive absenteeism

_____ PSSA/Keystone testing

_____ other: _____