

Hollidaysburg Area School District

EDUCATIONAL AND TRIP REQUEST (OVER 2 DAYS)

****NOTE ~ These days count toward the student's attendance (10 or more cumulative for the school year)**

This form is for prior approval of absences. Please submit this form two weeks prior to the trip for teachers to prepare your student's assignments.

See Info from Policy #204-AR – EDUCATIONAL TOURS AND TRIPS OVER TWO (2) DAYS – PRINTED ON REVERSE SIDE OF THIS FORM

SECTION 1 – TO BE COMPLETED BY PARENT OR GUARDIAN

Student Name _____

Student ID# _____ Homeroom _____ Grade _____

Dates student will be absent from school _____ to _____ Total days _____

Destination or reason for absence _____

Educational benefits student will receive _____

Signature of Parent or Guardian _____ Date Submitted _____

SECTION 2 – TO BE COMPLETED BY TEACHERS

	Teacher's Signature	Assignments Given	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SECTION 3 – TO BE COMPLETED BY ATTENDANCE OFFICE RECEIVED _____

Student Absences to date: Excused _____ Unexcused _____ Tardies _____

Comments: _____

APPROVED _____ DENIED _____ QUESTIONABLE _____

Signature of Principal _____ Date _____

Comments: _____

EDUCATIONAL TOURS AND TRIPS OVER TWO (2) SCHOOL DAYS

Principals may approve an excused absence for a student whose absence from school is for an educational tour or trip, provided such tour or trip is planned and conducted in accordance with the following:

1. Typically, an absence of this nature will not be approved during the first seven (7) and the last seven (7) days of the school calendar, nor during the time that semester or final exams are being reviewed.
2. Trips of this nature shall be limited to one (1) per school year.
3. Requests for five (5) or more school days will require a parental conference with the building administrator or his/her designee. Persons having need of more than ten (10) days may be advised to withdraw the student and re-enter him/her in the appropriate educational environment elsewhere.
4. The student must travel with parents/guardians or approved guardians.
5. Students who have less than ninety percent (90%) attendance for the current school year, poor academic standing, or poor discipline records may be denied approval for an excused absence.
6. There shall be a parental/administrator conference for questionable requests, as determined by the building administrator or his/her designee.
7. The student shall obtain assignments from his/her teachers, as directed, prior to the trip. NOTE: All pre-trip assignments (those made specifically for that period of time during the trip) are due by the end of the 2nd day upon the student's return from the trip. Any tests taken by the class, which were announced or known by the student prior to his/her trip, are due to be taken within two (2) days after the student's return to class unless other arrangements are made with the teacher. Any research paper, homework or other assignments, the due date of which falls within the period of the trip, and the due date of which was known by the student, are due upon the student's return to class. Any other make-up work shall be completed at the reasonable convenience of the teacher and student. However, all make-up work of this nature must be completed within seven (7) school days regardless of the number of days taken for the trip. Absences for unapproved tours or trips will be marked unexcused and/or unlawful according to the School Code and disciplinary measures may be taken as specified in the Student/Parent Handbook.

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