

**SPRING-FORD AREA SCHOOL DISTRICT  
ADULT SPONSORED TOURS AND TRIPS**

THIS FORM MUST BE SUBMITTED TEN (10) DAYS PRIOR TO THE DATE OF THE TRIP

Student's Name: \_\_\_\_\_ Date Submitted \_\_\_\_\_

Other Siblings on trip:

Name (s):

Grade(s):

School(s):

Note: Siblings must be approved individually by the principal/assistant principal of the respective schools involved.

Home Room #: \_\_\_\_\_ Destination: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date of Return to School: \_\_\_\_\_  
Total Number of School Days Absent: \_\_\_\_\_

Name and address of adult who will conduct the trip:

\_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_  
Relationship to Student

What prior arrangements have you made with your child's teacher(s) for meeting the regular classroom instruction and assignments which will be missed as a result of this trip?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request, which I have submitted for your approval, is based on an understanding and acceptance of the attendance policy ([Board Policy #204](#)).

\_\_\_\_\_  
Signature(s) of Parent(s) or Guardian(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Consistent attendance is vital in promoting academic achievement. School officials do not encourage absence from school for any reason. This form will be returned to you. Principal's approval merely indicates that there is no attendance penalty.

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-- FOR SCHOOL USE ONLY --

Teacher signed acknowledgement and comments:


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Signature of Principal/Assistant Principal \_\_\_\_\_

<b>Date</b>	<b>Approved</b>	<b>Disapproved</b>
	<b>Days Excused</b>	<b>Days Unexcused</b>

**SPRING-FORD AREA SCHOOL DISTRICT**  
**857 SOUTH LEWIS ROAD ROYERSFORD, PA 19468**

ATTENDANCE POLICY ([Spring-Ford Area School District Policy 204](#))

Adult-Sponsored Tours and Trips, not School-Sponsored

Adult-Sponsored Tours and Trips - Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in a family trip provided during the school term at the expense of the parents/guardians when such trip is evaluated by the district Superintendent or the Superintendent's designee(s). Student participants therein are subject to direction and supervision by an adult acceptable to the district Superintendent or the Superintendent's designee(s) and to the parents/guardians of the students concerned.

ADMINISTRATIVE REGULATIONS

1. Absences for non-school trips shall not be excused unless a written request by the parent/guardian has been approved by the building principal. For the purposes of this policy, written request may also include email from a person in parental relation as long as the email address is registered as belonging to the person in parental relation in Skyward. Such requests are to be submitted in a format developed by school officials ten (10) days prior to the date of the trip.
2. Only ten (10) days of absence for non-school trips during any school year will be classified as excused. If a student already has a number of excused days (cumulative of sick, previous non-school trip or other excused reason) for that school year, only the difference between the number of accrued excused days up to ten (10) will be approved as excused. The remaining days will be considered unexcused. Additional days will be classified as unexcused and/or unlawful and will be subject to the legal procedure prescribed by attendance regulations.
3. Coursework missed during a period of excused absence to participate in a trip must be completed satisfactorily after return to school within the timeframe equal to the number of approved days related to this specific absence and not to exceed ten (10) school days subsequent to the last approved day of absence (i.e. 5 days approved affords the student 5 school days upon return to complete the work). Given adequate notice of planned absences, teachers are requested, insofar as such is possible, to provide an outline of assignments for completion during the period of absence. Work submitted by students in conforming with this requirement is to be evaluated, without penalty, for late submission.
4. Absences from school to participate in adult-sponsored tours and trips may not be approved for students who are failing two (2) or more subjects; for students who are identified as habitually truants and/or, for students for whom a physician's excuse is required.
5. Students who participate in non-school trips of educational merit shall, at the discretion of the teacher, give an oral or submit a written report concerning the highlights of the trip. At the discretion of the teacher, such report may be accepted in lieu of comparable course requirements.
6. Family or non-school sponsored trips that exceed ten (10) consecutive school days will result in the student being disenrolled from the school district. Upon return from the family or non-school sponsored trip, a person in parental relation will need to re-register with the district by first scheduling and attending an appointment with the District Office.