



### Educational Trip/Tour Request Form

*This form is due to the Attendance Office at least ten (10) days prior to the trip.*

Please note that attendance is an important factor in educational success. Pleasant Valley School District's Attendance Policy (204) constitutes Educational Trips/Tours as a reasonable absence from school, provided the following the conditions are met:

1. The parent/guardian submits a request for excusal at least ten days in advance, on this approved district form.
2. Educational trip/tour does not take place during the administration of standardized tests or semester exams
3. Total educational trip absence days will not exceed five (5) school days in a single school year, unless prior approval is received from the Superintendent or designee.

All pre-approved absences will be recorded as excused absences.

Requests will not be approved for students who are considered truant (3 unlawful absences), habitually truant (6 unlawful absences), or have exceeded 10 parental excused absences – including educational trips.

**Student Full Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

**Trip Destination** \_\_\_\_\_

**First Day/Date of Proposed Absence** \_\_\_\_\_ **Last Day/Date of Proposed Absence** \_\_\_\_\_

In the space below, describe the trip. Include experience(s) which could be educational in nature and provide the student a valuable experience outside of the classroom. (Use back of form for extra comments):

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

**Assigned school work will be due on the day of return to school. Make-up tests and quizzes must be scheduled. (If a student misses three (3) days of school, they will have three (3) days to make up all missed tests/quizzes).**

**Parent Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### District Use Only

Date Received in School Office: \_\_\_\_\_ Number of days (this request): \_\_\_\_\_

Number of Absence Days to Date: Excused: \_\_\_\_\_ Educational Trip: \_\_\_\_\_ Unlawful: \_\_\_\_\_

Decision:  Approved  Not Approved Principal Signature \_\_\_\_\_

Reason for Disapproval:  Excessive Absences  Poor Academic Performance  
 Standardized Testing  Other: \_\_\_\_\_

**Superintendent/Designee Approval** (Required if Educational Trip/Tour exceeds five (5) days):

Approved  Not Approved Superintendent/Designee Signature \_\_\_\_\_