



POLICY #204 – ADMINISTRATIVE REGULATIONS #1
Kutztown Area School District
Educational Tours and Trips Request Form

The Kutztown Area School District has created procedures regarding educational leaves that emphasize the need for students to be in school on a regular basis. Those district policies and procedures are listed on the reverse side of this form and can be found in the Student Handbook and on the District website at www.kasd.org.

A written request for a student to be excused due to an educational trip should be submitted to the building principal no less than **ten (10)** days prior to the trip.

Student(s) Name _____ Grade _____

Address _____ Phone _____

I/We, _____ request permission to take

our child/ children on an educational trip to _____.

Dates requested off are: _____

Names of our other children enrolled in KASD who will participate in the trip are:

_____	_____	_____
Name	Grade	Building

_____	_____	_____
Name	Grade	Building

_____	_____	_____
Name	Grade	Building

_____	_____
Parent/ Guardian Signature	Date

Parent or guardian signatures acknowledge acceptance of all district policies and procedures for student educational leaves.

FOR OFFICE USE ONLY:

Please be sure to share this information with other buildings if there are siblings listed above.

_____	_____	_____
Building Administrator	Date	Date Received in office

_____	_____	_____
Approved	Disapproved	Reason for disapproval

*****PLEASE REVIEW REVERSE SIDE OF FORM*****

Educational-Tours and Trips, Grades K-12

Requests by parents to have their children excused from school for education trips should be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 “Educational Tours and Trips, Not School Sponsored.”

“Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned.”

A student will be permitted to take one (1) educational trip (up to a maximum of five (5) school days) per school year with parents/guardians and receive an excused absence, provided that parents/guardians comply with the policy requirements.

1. The maximum five (5) days permitted may be used for one (1) trip or a few small trips. However, only a total of five (5) days for a school year will be permitted to be taken by a student. Any number of days less than five (5) used in a school year will be forfeited at the end of the school year and will not be allowed to be carried over to the next school year.
2. A written request for a student to be excused due to an educational trip should be submitted to the building principal no less than **ten (10) days** prior to the trip.
3. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. The student’s academic performance.
 - b. The student’s attendance record.
 - c. The effect the absence will have on the student’s educational welfare.
 - d. Exceptionality of the request.
4. Students are responsible for contacting teachers and making up missed work and/or assignments. Teachers will be responsible to make reasonable accommodations to allow students to make up assignments, quizzes and/or tests.
5. Permission will not be granted for trips/tours during the district’s standardized testing period, the state’s testing periods, and the secondary school examination periods at the end of the first and second semesters.
6. Students who are approved for an educational trip should regularly keep an age appropriate log of his/her educational activities while on the trip. The quality of the log will be considered in the event of future requests. When the student returns to school, the log is given to the building principal.
7. Exceptional situations may require additional days beyond the maximum of 5 days. Such additional days should be submitted in writing for review by the superintendent. An appeal of the superintendent’s decision may be made to the school board in writing.

**ADDITIONAL ADMINISTRATIVE REGULATIONS ARE PART OF
THE DISTRICT POLICY #204 – ATTENDANCE.**

July 2018