



CENTRAL YORK SCHOOL DISTRICT

Pursuing Excellence: All Panthers. Every Day. In All Ways.

Request For An Excused Absence From School for Pre-Planned Educational Tour or Trip

Student's Full Name: _____ Grade: _____ Building: _____
Address: _____ Zip: _____
Teacher (Elementary Only): _____

Proposed Dates of Absence: From: _____ To: _____
Person(s) Directing and/or Supervising Student During Absence:

Address: _____

Itinerary of Trip: Include the date, name, and location of the educational experience that the student will receive outside of the classroom, and explain the educational value.

NOTE: Please have your child acquire assignments from the teachers to plan ahead for the work that will be missed during the time of the trip. Please be advised that absences, which are evaluated as disapproved, but occur during the dates requested, will constitute unlawful absences unless verified by a physician. When three days of unlawful absences are accumulated, written notice will be mailed to parents.

Signature of Parent or Guardian: _____ Date: _____
Phone Number: _____

Secondary students are required to have each assigned teacher initial before submission to office before consideration.

Subject: _____	Teacher's Initials: _____	Subject: _____	Teacher's Initials: _____
Subject: _____	Teacher's Initials: _____	Subject: _____	Teacher's Initials: _____
Subject: _____	Teacher's Initials: _____	Subject: _____	Teacher's Initials: _____

For School Use Only

Date Received by School Office: _____ Prior Trip Dates: _____
Recommended: ☐ Not Recommended: ☐
Reason: _____

Principal's Signature: _____ Date: _____

APPROVED: ☐ DISSAPPROVED: ☐ Conditions: _____

Assistant Superintendent's Signature: _____ Date: _____



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The Central York School District recognizes that occasionally students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. These trips are permitted under State Board of Education regulations as long as certain conditions are met and the educational experience is designed to provide the student with broadening understandings of social, cultural, educational or geographic values and concepts. The District may limit the number and duration of nonschool-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.

The process for approval begins with a written request of the parent on a District form. This form must describe the educational value of the trip in sufficient detail that a judgment can be made regarding the educational value as part of the approval process. Students are responsible for securing the initials of each of their teachers at the secondary level and their classroom at the elementary level before submitting the form for consideration. **Forms must be submitted to the school office with all information completed before the trip. No trips will be approved retroactively.** The student will also be required to secure and complete all classroom assignments, which occur during the absence.

Request forms are available in each school building office. Approval for each request will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity.