# BOYERTOWN AREA SCHOOL DISTRICT

## BOYERTOWN AREA SENIOR HIGH

## APPLICATION TO BE ABSENT FROM SCHOOL FOR AN EDUCATIONAL TRIP OR TOUR

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District students may be legally excused from school attendance to accompany parents on a tour or trip during the school term at the expense of the family when such a trip/tour is evaluated by the building principal as being of an educational value sufficient to merit an excused absence. **A total of 10 days of such absence for education trips or tours of this nature is permitted per school year.** Failure to submit an Educational Trip Application prior to departure will result in trip days being counted as unlawful absences.

**Please complete the following information and submit to the Attendance Office at least two (2) days in advance of any planned educational trip.** A separate form should be completed for each BASH student.

**To be completed by Parent:**

**Student's Name** _____ **Birth Date** _____

**Grade/Section** _____ **Phone No.** _____**(home)** _____**(work)**

**Requested Dates of Absence** _____

**Nature and Reason for Absence** _____

**Educational Benefits to be Derived** _____

_____

I certify the above information to be correct and understand the Boyertown Area School District Excused Absence Agreement.

_____ _____

**Date** **Signature of Parent/Guardian**

**To be completed by Student:**

**BOYERTOWN EXCUSED ABSENCE AGREEMENT**

I have seen all of my major teachers and have received the work required in each of my courses. I understand that all of this work must be handed in to my teachers at the date specified following my return to school. Work not handed in will have a negative effect on grades.

**Dates of Absence** _____ **Student Signature** _____

**Makeup work including tests must be completed by** _____
Makeup date should be no later than three (3) school days after returning to school

**Teachers:**

| Subject | Comment | Initials* | Subject | Comment | Initials* |
|---|---|---|---|---|---|
| Language Arts | | | | | |
| Math | | | | | |
| Social Studies | | | | | |
| Science | | | | | |

*Teachers initial indicate that they are aware of the requests and have provided assignments. Teachers should speak personally with the principal if they have concerns regarding this request.

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FOR OFFICE USE ONLY

Student # _____

Date Application Received _____

Approved _____ Comments_____

Disapproved _____ _____

Number of Student Absences to Date

_____ Excused

_____ Unexcused

_____ Tardiness

_____ Ed. Trip

_____ _____

Date Signature of Principal

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