



Tulpehocken Area School District

REQUEST FOR EDUCATIONAL ABSENCE

All requests must be made on this form and submitted to the main office five (5) days prior to absence.

***Please complete a form for each child**

Student's Name _____ Grade _____

School Building _____

Parent/Guardian Name (Please Print) _____

Date(s) of Absence _____ Number of School Days _____

Destination _____

Description of Educational Experience (*what will the student learn?*)

Will you be completing a Request for Educational Absence for any sibling(s)? ____ Yes ____ No

If yes, please list the sibling(s) name, grade, and school building.

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

[] APPROVED

[] DENIED Reason: _____

Date

Building Administrator

Procedures & Guidelines

Limited absences for family trips will be approved with advance permission of the principal. Trips must have a direct educational value. Students are responsible for making up all lessons missed. All assignments given prior to the trip must be completed and submitted to classroom teachers within two (2) school days of a student's return to school.

Educational Family Trips (EFT)

Requests by parents to have their children excused from school for educational trips must be evaluated under the authority of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School Sponsored"

Guidelines:

- An educational trip form must be submitted to the building principal no less than five (5) days prior to the trip
- The student's academic standing, attendance record, effect of absence on student's educational welfare, and exceptionality of the request will be taken into consideration by the principal when granting permission
- A maximum of five (5) total days may be used, unless approved by the Superintendent or other designee
 - Unused educational trip days will not carry over into next school year
- Educational trips will not be permitted during PSSA or Keystone testing
- Decisions may be appealed to the Superintendent or designee
- Students are responsible for completing all work missed during the educational trip