



PARENTAL REQUEST FOR PRE-PLANNED EDUCATIONAL TOUR OR TRIP FORM

PLEASE REVIEW GUIDELINES ON THE REVERSE OF THIS FORM PRIOR TO COMPLETION

Name of Parent or Guardian (print): _____

Address: _____ Phone: _____

Student (Name, School and Grade): _____

Siblings (Name, School, Grade): _____

Brief description of trip (include location):

Educational value of trip:

Date(s) of trip: _____

Student(s) to be accompanied by Parent or Guardian? ____ Yes ____ No

Student(s) to be accompanied by other adult (in lieu of parent or guardian)? ____ Yes ____ No

If "Yes," what is the adult's name? _____ Phone: _____

Name of sponsoring organization, if any: _____

I have read the school policy and guidelines on the attached and am aware of the responsibilities which I have assumed or assigned to someone else. I further agree to abide by the stipulations as set forth in the policy.

Signature of Parent or Guardian _____ Date _____

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED

FOR SCHOOL USE ONLY:

- Date Request Received: _____
- Total Number of School Absences to Date: _____
- Number of Days Absent for Trip: Excused ____ Unexcused ____
- Academic Status: _____
- Principal's Decision: ____ Approved ____ Not Approved (Parent/Guardian will be contacted if NOT approved)

Principal's Signature: _____

Date: _____

ROSE TREE MEDIA SCHOOL DISTRICT

Request for Excused Absence for Students Taking Non-School Educational Tour or Trip with Family or Other Approved Adult Sponsor

Guidelines

Regulations of the state of Pennsylvania provide that, upon written request from the parents/guardians of the student involved, a student maybe excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the superintendent as educational, and if the adult supervision is acceptable to both the superintendent and the student's parents/guardians.

In the Rose Tree Media School District, the building principal has been designated by the superintendent to make the initial decision, based on the information provided.

In order to provide guidance to parents/guardians, the following procedure for non-school educational trips/tours has been established:

1. This form must be submitted to the principal or designee a minimum of five (5) school days prior to the trip (except in an emergency). Parents/Guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that the trip/tour is of educational value to the student.
3. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be made to each child's principal if the children attend separate schools.
4. No more than five (5) school days per student will be approved for educational trip/tour requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of the requested dates for absence.)
5. Unless there are extraordinarily unusual or emergency circumstances, such requests will NOT be approved during periods of standardized assessments, when a student has accumulated an excessive number of unexcused absences, or when a student is in academic jeopardy. Please consult the district website, school calendar, or contact your building principal for specific assessment dates.
6. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school. Teachers are not expected to provide work prior to the trip.
7. Days that are not approved for an educational trip are unexcused and may be determined to be illegal. Such a determination may result in any or all of the following actions:
 - a. First legal notice
 - b. Citation from district court
 - c. Violation of Truancy Elimination Plan (TEP)