

**REQUEST FOR LEGAL ABSENCE FROM SCHOOL FOR STUDENT TRAVEL**

Circumstances sometimes necessitate absence from school for reasons other than sickness or death in the family. As defined in the Tredyffrin/Easttown School District Regulation 5117, legal absence may be granted for student educational travel by the respective building principal for absences up to five (5) school days per year. Any requests for absences for a longer duration may be granted by the Superintendent of Schools after the recommendation of the principal. Approval may be granted pending review of the individual request, the specific educational value of the trip, and the student's progress and attitude. The principal will consult with the student's teachers to evaluate these factors.

Requests for such long term absences shall be received by the building principal two (2) weeks prior to the absence. *The granting of a legal absence does not, however, assure a passing grade for any subject/course of study. The responsibility for the completion of any assignment rests entirely with the individual student and the discretion and convenience of the subject teacher.*

Date: \_\_\_\_\_ School: \_\_\_\_\_ Homeroom #: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ Total Number: \_\_\_\_\_

Who will be responsible for the student(s) during absence? \_\_\_\_\_

Purpose of trip? \_\_\_\_\_

Description of specific educational nature of travel. *(If needed, please use the reverse side of this form).*

Signature of: \_\_\_\_\_ or \_\_\_\_\_  
*Father Mother Guardian*

*Please refer to information on the reverse side of this form*

**For Official Use Only**

**Absences of more than five (5) days**

**Permission is recommended:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**not recommended:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permission of the Superintendent**  
**is granted:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**not granted:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

Description of specific educational nature of travel (continued).

Regulation 5117 Student Travel

Students who travel with parent(s) or guardian(s) may be legally excused by the building principal providing the travel can be described as educational in nature and certain conditions pertaining to parental request, parental supervision during the trip, and arrangements by the student to complete assignments are satisfactorily met. Any requests for granting a legal absence for travel involving more than five (5) school days may be granted by the Superintendent of Schools after recommendation of the principal. Any such long term absence requests must be received by the building principal two (2) weeks before the absence begins. In order that the student may be legally excused, the following conditions must be met:

1. A signed statement is received by the principal from the parent(s) or guardian(s) one (1) week prior (two (2) weeks prior for long term absences) to the anticipated absence. The statement is to include:
  - a. The specific educational nature of the trip including any related special projects.
  - b. The dates the student will be absent for the purpose of travel.
  - c. The name(s) and signature(s) of the parent(s) or guardian(s) accompanying the student during the anticipated travel.
2. A commitment on the part of the student to contact each of his or her teachers to arrange for the completion of assignments following the trip.
3. Notification of approval to the student and parent or guardian by the principal (or by principal and Superintendent of Schools if more than five (5) school days will be missed) regarding the trip's legality.

In communicating a positive response to the student and parent(s) or guardian(s), it should be made clear that the granting of the legal absence does not carry with it an assurance of a passing grade for any course of study. The responsibility rests entirely with the student to satisfactorily complete all required assignments.

Adopted: May 1979  
Tredyffrin/Easttown School District

## Extended Absence Request Teacher Sign-off Form

**Please complete this form if requesting more than three days.**

The following student \_\_\_\_\_ Grade \_\_\_\_\_  
 has requested an extended absence from \_\_\_\_\_ to \_\_\_\_\_  
 for the following reason \_\_\_\_\_  
 Please consider the student's present standing in class and the potential effect of the proposed absence upon this standing when making your recommendation. Upon approval of this request, please arrange with the student a procedure for making up all missed work.

Period	Subject	Recommended	Not Recommended	Teacher Signature	Date
1					

Teacher Comment:

2					
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Teacher Comment:

3					
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Teacher Comment:

4					
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Teacher Comment:

5					
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Teacher Comment:

6					
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Teacher Comment:

7					
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Teacher Comment:

8					
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Teacher Comment:

Counselor's Signature \_\_\_\_\_ Comment \_\_\_\_\_

Assistant Principal Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Student Grade Level)

**ONCE SIGNED BY ALL TEACHERS  
PLEASE RETURN TO THE ATTENDANCE OFFICE, ROOM 112**