

REQUEST FOR EXCUSED 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, an excused 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 but no more than 20 school days may be granted by the Superintendent of Schools after the recommendation of the principal. Any absences for students in excess of the approved number of days of an approved long-term absence shall be regarded as unexcused. 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 an excused 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. This request constitutes 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. Teachers are not authorized to provide work prior to the trip and there should be no expectation that this will occur.*

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).

Adopted: May 1979
Revised: August 2005
Revised: May 12, 2015
Revised: February 29, 2016

Tredyffrin Easttown School District