



TULPEHOCKEN MIDDLE/HIGH SCHOOL REQUEST FOR EDUCATIONAL ABSENCE

*All requests must be made on this form and submitted to the
Office **five (5) days** prior to the absence*

Date _____

Student's Name _____ Age _____

School _____ Grade _____

Parent/Guardian Name (Please Print) _____

Parent's Address _____

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

Destination _____

Person under whose charge the student will be placed _____

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. This information will help us to streamline our notification process.

Parent/Guardian Signature _____ Date: _____

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.

A student will be permitted to take one (1) educational trip (up to a maximum of five (5) school days) per school year with parents/guardians and receive an excused absence, provided that parents/guardians comply with the following policy requirements:

1. The maximum five (5) days permitted may be used for one (1) trip or a few small trips. However, only a total of five (5) days for a school year will be permitted to be taken by a student. Any number of days less

than five (5) used in a school year will be forfeited at the end of the school year and will not be allowed to be carried over to the next school year.

2. Any days beyond the maximum of five (5) days will be considered unexcused and unlawful for students between the age of six (6) and eighteen (18) and appropriate legal action will be taken. This will also apply to students enrolled in school at the age of five (5).
3. A written request for a student to be excused due to an educational/vacation trip must be submitted to the building principal no less than ten (10) school days prior to the trip.
4. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. The student's academic standing.
 - b. The student's attendance record.
 - c. The effect the absence will have on the student's educational welfare
 - d. Exceptionality of the request.
5. Decisions may be appealed to the Superintendent or designee.
6. Students are responsible for contacting teachers and making up missed work and/or assignments. Students will be given 2 additional days to complete work once he/she return.
7. Permission may not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods.
8. Failure to get pre-approval for an educational trip may result in the absences for the trip being declared unexcused and, where appropriate, unlawful.

Tulpehocken Area School District - Board Policy 204

Student's Name _____ Date _____

Student Schedule

Period	Signature & Subject	Period	Signature & Subject
1		5	
2		6	
3		7	
4		8	

NOTE: Teachers should mark the box preceding their signature and sign indicating the student has contacted them and they acknowledge the student informing them for the Educational Absence.

[] **APPROVED**

[] **DENIED**

Reason: _____

Date

Building Administrator