



**POLICY #204 – ADMINISTRATIVE REGULATIONS #1**  
***Kutztown Area School District***  
**Educational Tours and Trips Request Form**

***The revised policy will be effective beginning the 2014-2015 school year!***

The Kutztown Area School District has created procedures regarding educational leaves that emphasize the need for students to be in school on a regular basis. Those district policies and procedures are listed on the reverse side of this form and can be found in the Student Handbook and on the District website at [www.kasd.org](http://www.kasd.org).

A written request for a student to be excused due to an educational trip should be submitted to the building principal no less than thirty (30) days prior to the trip.

Student(s) Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

I/We, \_\_\_\_\_ request permission to take

our child/ children on an educational trip to \_\_\_\_\_.

Dates requested off are: \_\_\_\_\_

Names of our other children enrolled in KASD who will participate in the trip are:

_____	_____	_____
Name	Grade	Building

_____	_____	_____
Name	Grade	Building

_____	_____	_____
Name	Grade	Building

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian signatures acknowledge acceptance of all district policies and procedures for student educational leaves.

**FOR OFFICE USE ONLY:**

**Please be sure to share this information with other buildings if there are siblings going on the trip.**

_____	_____	_____
Building Administrator	Date	Date Received in office

_____	_____	_____
Approved	Disapproved	Reason for disapproval

Requests for periods of time for family educational trips exceeding five days:

_____	_____	_____
Superintendent	Date	Date Received in office

_____	_____	_____
Approved	Disapproved	Reason for disapproval

## Educational-Tours and Trips, Grades K-12

Requests by parents to have their children excused from school for education trips should be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 “Educational Tours and Trips, Not School Sponsored.”

“Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned.”

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 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. Exceptional situations may require additional days beyond the maximum of 5 days. Such additional days should be approved by the building principal and superintendent, whose decision may be appealed to the school board. Such an appeal should be submitted in writing.
3. A written request for a student to be excused due to an educational trip should be submitted to the building principal no less than thirty (30) 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 performance.
  - 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. Students are responsible for contacting teachers and making up missed work and/or assignments. Teachers will be responsible to make reasonable accommodations to allow students to make up assignments, quizzes and/or tests.
6. Permission will not be granted for trips/tours during the district’s standardized testing period, the state’s testing periods, and the secondary school examination periods at the end of the first and second semesters.
7. Students who are approved for an educational trip should regularly keep an age appropriate log of his/her educational activities while on the trip. The quality of the log will be considered in the event of future requests. When the student returns to school, the log is given to the building principal.
8. As per the State definition for Act 80 days, when a student is absent on an early dismissal day, attendance is counted as one full school day missed.

**ADDITIONAL ADMINISTRATIVE REGULATIONS ARE PART OF  
THE DISTRICT POLICY #204 – ATTENDANCE.**

Board Approved April 22, 2014  
Form Revised February 13, 2015