



# KUTZTOWN AREA SCHOOL DISTRICT



## EDUCATIONAL/VACATION TOURS AND TRIPS REQUEST FORM

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. 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 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.

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**FOR OFFICE USE ONLY:**

\_\_\_\_\_ Date \_\_\_\_\_ Date Received in Office \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason for Disapproval \_\_\_\_\_

Requests for periods of time for family educational trips exceeding five (5) days may be reviewed by the School Board on a case-by-case basis.

\_\_\_\_\_ Board Agenda Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason for Disapproval \_\_\_\_\_

## **EDUCATIONAL/VACATION TOURS AND TRIPS, GRADES K – 12**

Requests by parents to have their children excused from school for education/vacation trips must 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. Any days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.
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 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 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. Students are responsible for contacting teachers and making up missed work and/or assignments.
6. 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 at the end of the first and second semesters.
7. Requests for periods of time for family educational trips exceeding five (5) days may be reviewed by the School Board on a case-by-case basis.
8. The School Board will recognize other justifiable absences for part of the school day. These will include medical or dental appointments and family emergencies.

11/18/08