

SOUTHERN YORK COUNTY SCHOOL DISTRICT

REQUEST FOR AN EXCUSED ABSENCE FROM SCHOOL  
FOR PRE-PLANNED EDUCATIONAL TOUR OR TRIP

Form must be submitted to the main office for each student attending the trip. Forms may be emailed to the student's attendance office. Forms are reviewed for approval by building principals.

Student's Full Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_  
Address \_\_\_\_\_ Teacher (Elem. Only) \_\_\_\_\_

Proposed Dates of Absence: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Other Students in the Family Unit Who Will Also be Participating:

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
School: \_\_\_\_\_  
Teacher (Elem. Only): \_\_\_\_\_

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
School: \_\_\_\_\_  
Teacher (Elem. Only): \_\_\_\_\_

Name: \_\_\_\_\_  
Grade: \_\_\_\_\_  
School: \_\_\_\_\_  
Teacher (Elem. Only): \_\_\_\_\_

Itinerary of Trip: Include the date, name, and location of the educational experience and briefly explain their educational value.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Parent/Guardian Printed Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

Prior Requests this Year \_\_\_\_\_ Dates \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

## SOUTHERN YORK COUNTY SCHOOL DISTRICT EDUCATIONAL TOUR OR TRIP

204. The Southern York County School District recognizes that occasionally students may have an opportunity to participate in a trip or educational experience outside of the regular school day. This policy establishes procedures to be followed by parents when requesting approval for such an experience and criteria to be used by the administration in acting on these requests.

Parents and/or guardians may request in writing that a pupil be excused to participate in an educational tour or trip during a school year according to the procedures that follow:

204.1 In order for a student absence resulting from a trip to be classified as excused, a written request must be submitted on the specified form by a parent or guardian ten (10) school days prior to the planned trip.

204.2 One (1) request for an absence must be completed for each student.

204.3 Each request must be submitted to the building principal.

204.4 Determination to approve or disapprove the trip will be made by the Building Principal and conveyed to the parents or guardian in writing.

204.5 Requests must demonstrate that the trip will provide an opportunity for the student's educational enrichment under the direction and supervision of a school-approved adult in accordance with Chapter 11.26 of the State Board of Education Regulations.

204.6 A trip may be considered an educational experience if it broadens the student's understanding of social, cultural, or geographic values and concepts.

204.7 Trips shall not be approved if they exceed five (5) school days.

204.8 A total of five days per year shall be granted per student.

204.9 The may approve more than one (1) trip and may exceed the five-day limit if the parents or guardian have requested the student make a tour or trip as an active participant in an activity sponsored by the Boy Scouts of America, Girl Scouts of America, 4-H, Junior or Youth Symphony, or similar youth organizations.

204.10 Approval of each request will be based on an evaluation of the following standards: previous attendance records, previous requests, academic performance, and anticipated educational value of the activity. Upon their return, students are responsible to secure and complete all classroom assignments during the period of absence.

204.11 The school district strongly discourages students asking to take trips during the first ten days of the school year, the last ten days of the school year, and during periods of standardized testing.