



YORK SUBURBAN SCHOOL DISTRICT
PRE-PLANNED EDUCATIONAL TRIP OR TOUR
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL
Please see reverse for guidelines for approval.

Student's full name: _____ Grade: _____

Date(s) of proposed absence: _____ through _____

Person(s) directing and/or supervising student during above absence:

Name: _____

Address: _____

Destination: Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

List names and grades of other school-aged children participating in this experience:

I certify all of the above information to be true:

Signature of Parent and/or Guardian

Date

FOR SCHOOL USE ONLY:

Prior requests _____ Dates _____

Determination:

Approved It is the student's responsibility to notify each teacher in advance and have all issued assignments completed in advance.

Conditional Approval _____

Not Approved _____

Signature of School Official

YORK SUBURBAN SCHOOL DISTRICT
BOARD POLICY 204
EDUCATIONAL TOURS AND TRIPS

The school district recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school day. It is recommended that every effort be made to arrange trips during times when school is not in session.

Upon receipt of a written notice from the parents/guardians of the students involved, students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. Student participants are subject to direction and supervision by school-approved adults.

Pre-approval forms shall be available in each school office. The parent/guardian shall be responsible for completing and returning a full and complete pre-approval form no less than two (2) weeks prior to the educational tour or trip.

The determination for each request will be made using the following criteria: prior attendance records, previous requests and frequency of such requests, the weighted educational value of the requested experience, and academic performance.

Applications for educational tours or trips to occur during the first or last ten (10) days of school will not be approved. Applications for educational tours or trips to occur during any pre-established testing or examination periods, including mid-term or final exam periods or PSSA testing will not be approved. Absences during such periods will be considered unexcused.

The student will be required to secure and complete all classroom assignments which occur during the period of the educational tour or trip.