

EASTERN YORK SCHOOL DISTRICT

TRIP REQUEST FORM

As school officials, we are bound by the latest State Board Regulations regarding absences for tours or trips, not school sponsored, which reads as follows:

*“Upon receipt of a written **detailed itinerary** from 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 Attendance Officer and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned.”*

Under the interpretation of the above, if you intend to take your child or children on a trip which will necessitate their absence from school and wish their absences to be excused, you must submit your **detailed itinerary** to the District Attendance Officer, for his consideration. Such requests should indicate the purpose of the trip, the anticipated dates of absence, and an itinerary of proposed educational experience. **Total travel may not exceed five (5) total days for the entire school year. Any days exceeding five will be marked unexcused. (Board Policy effective 2006-2007) No educational trips will be approved during the window of PSSA Assessment, during mid-term and final examinations, or during the first and last weeks of school. (Board Policy effective 2009-2010).**

Under the new regulations only educational tours or trips are to be considered for legal absences. Unless the request is so evaluated, a minor of compulsory school age must be considered illegally absent. You should be aware that after the first three days of illegal absence, in any one year, the parents shall have served on them an official notice of such absence. After such notice is served, the parents of a child shall be liable for any illegal absence occurring thereafter during the school year.

If you plan to take your child on a trip, whether educational or otherwise, you should notify the school **two weeks** in advance in order that the teacher (s) will have time to provide your child with the lesson assignment he or she will miss.

Please fill form out completely and clearly

Date: _____

Student name: _____

School & grade: _____

Dates of absence: _____

Student will return to school on what date: _____

Detailed
Itinerary: _____

Parent/Guardian name: _____

Address: _____

Parent/Guardian Signature: _____

If you wish such absence to be evaluated as educational, please address your request to the District Attendance Officer, P.O. Box 150, Wrightsville, PA 17368 and outline an itinerary of proposed educational experience.

**** WARNING TO PARENTS OF HIGH SCHOOL STUDENTS****

Because of Block Scheduling and the semester system, please be aware that one day of absence from school is the equivalent of losing two days of academic instruction. Time away from school may result in significant loss of course content for your child.

