

**ELIZABETHTOWN AREA MIDDLE SCHOOL**  
**ELIZABETHTOWN, PA 17022**  
Guideline on Permission Request for Educational Travel

In conformity with the Pennsylvania Code, Title 22, Chapter 11, and Board Policy 204, the Elizabethtown Area School District provides for exception to the normal attendance regulations as follows:

**Educational Tours and Trips:**

The school district recognizes that from time to time students may have the opportunity to participate in preplanned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the parents or guardians of the pupil involved, pupils may be excused from school attendance to participate in educational tours or trips when such trip is so evaluated by the Principal. As recorded in policy 204, five (5) days during any given school year will be allowed for (a) family educational trip/s.

Preapproval forms are available in the Middle School office and appears on the back of this guideline. The determination of each request will be made on the following: academic progress, attendance records, previous requests, the weighted educational value of the requested experience and the student's responsibility for keeping up with assignments.

If the student's absence extends beyond the approved time, the extra days will be classified as unlawful.

If prior approval is not received and the student is absent from school, the absence will be classified as an unlawful and/or unexcused absence.

**Local District Guidelines:**

1. Excusal from attendance will be granted for trips provided following conditions prevail:

- a. The trip shall include an experience for the student that has educational value.
- b. The parents shall present to the school officials a preview of the educational tour on the form provided or on additional attached sheets, if needed.

2. It is understood that the parents or some other approved adult will be directly in charge of the educational program of the child or children and will be responsible for the continued educational progress of the child and, as such, it is important that:

- a. Teachers be contacted for assignments that are going to be missed during the trip and materials needed to complete the assignments.
- b. Principals be notified in sufficient time to allow for the proper communication and development of assignments. (Preferably five (5) days in advance)
- c. Building principals may require (at their discretion) a folder of materials and work completed by the student during the trip be turned in to the principal upon return from the trip.
- d. Upon returning to school the student will, on his/her own time, be responsible for making up the work missed and will be held accountable for such knowledge and/or skills as they pertain to his/her continuing education.
- e. All make-up work is to be accomplished to the satisfaction of the teacher concerned and during a maximum period of three weeks, unless otherwise approved by the teacher.

**ELIZABETHTOWN AREA MIDDLE SCHOOL  
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PREPLANNED  
EDUCATIONAL TOUR OR TRIP**

**Directions:**

1. If there is more than one Middle School aged child in a family, only one form needs to be completed.
2. Please fill out this form.
3. Return the completed form to the building principal's office at **least five (5) days in advance of the tour or trip.**

Name(s) of student(s) in this building \_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_  
Grade \_\_\_\_\_  
\_\_\_\_\_  
Grade \_\_\_\_\_

Other children traveling on this trip.

| Name  | School | Grade |
|-------|--------|-------|
| _____ | _____  | _____ |
| _____ | _____  | _____ |

Date(s) of proposed absence \_\_\_\_\_ to \_\_\_\_\_

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

Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address \_\_\_\_\_

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

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

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We have read the information included on the reverse of this form and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations set forth in the policy and guidelines.

Date \_\_\_\_\_ Parent Signature(s) \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

Prior Requests \_\_\_\_\_ Dates \_\_\_\_\_

Determination: Approved \_\_\_\_\_

Conditional Approval \_\_\_\_\_

Date \_\_\_\_\_ School Administrator \_\_\_\_\_

**ELIZABETHTOWN AREA MIDDLE SCHOOL**  
**PRE-APPROVED ABSENCE REQUESTS**

The parents of \_\_\_\_\_ have requested that their child be excused from school on the following dates \_\_\_\_\_ for a family outing. It is the student's responsibility to make up all missed work.

Students: please have your teachers sign to verify that you have asked them for work.

Per. 1 \_\_\_\_\_

Per. 2 \_\_\_\_\_

Per. 3 \_\_\_\_\_

Per. 4 \_\_\_\_\_

Per. 5 \_\_\_\_\_

Per. 6 \_\_\_\_\_

Per. 7 \_\_\_\_\_

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Student signature

Comments: