



NORTH ALLEGHENY SCHOOL DISTRICT • 200 HILLVUE LANE • PITTSBURGH PA 15237-5391

# ELEMENTARY STUDENT APPLICATION FOR EDUCATIONAL TOUR OR TRIP (Board Policy #204)

**Part I: To be completed by parent or guardian.**

Student's Name \_\_\_\_\_ Student # \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Proposed temporary address or travel destination \_\_\_\_\_

Dates student will be absent from school \_\_\_\_\_

Were prior requests granted during school year?  Yes  No Dates \_\_\_\_\_

Please explain the purpose of the tour or trip \_\_\_\_\_

\_\_\_\_\_

Itinerary \_\_\_\_\_

\_\_\_\_\_

The adult(s) accompanying the student \_\_\_\_\_

Reason why trip cannot be taken when school is not in session \_\_\_\_\_

I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher(s).

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**Part II: To be completed by student's teachers and signed by parent or guardian.**

<u>Teacher</u>	<u>Subject</u>	<u>Comment//Assignments</u>	<u>Due/Date</u>

I have reviewed the teachers' comments and again give my approval.

Signature of Parent/Guardian \_\_\_\_\_

**Part III: To be completed by the building principal. Please check one:  Approved  Disapproved**

Reason for disapproval \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

**Educational Tour or Trip**  
**Please Refer to School Board Policy #204**

**1. Request for Excuse**

The parents or guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the Principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least five (5) calendar days prior to the date on which the student seeks to be excused for compulsory attendance. If a student will be absent for more than ten (10) school days, the student will be removed as a full-time student. The District will attempt to provide support to the student during the extended absence so that he/she is able to make successful reentry into the school upon their return. The family will need to reenroll the child upon return.

**2. Administrator's Discretion**

The Principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of the North Allegheny School District to discourage excused absences for educational tours or trips during the final two weeks of any school term. However, if permission is granted for an educational tour or trip, any part of which will cause the student to be absent during the final 14 calendar days of any school term, the Building Principal shall permit the student to make up examinations administered during the last two weeks of the term if, in the judgment of the Building Principal, the facts of the case so merit. The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term. Educational Tours and Trips will not be approved during Keystone and/or PSSA testing windows if the student is scheduled to take the assessment.

**3. Assignments**

Upon request by a parent, guardian, or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments/responsibilities which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).

**4. Return to School**

The students shall return to school by the first scheduled school day after the excused absence or date previously specified by the Building Principal.

**5. Failure to Comply**

A student, who, after being denied an excuse, persists in unexcused absence from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn a failing grade for the assignments/responsibilities made during the period of absence. A student, who, after being granted an excuse, fails to complete the assignments/responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments/responsibilities.

**6. Implementation**

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships rather than excessive absence.