

**NORTHWEST AREA SCHOOL DISTRICT
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PREPLANNED
EDUCATIONAL TOUR OR TRIP**

DIRECTIONS:

- If there is more than one child in a family, only one form needs to be completed.
- Return completed forms to the building principal's office in advance of the tour or trip at least one week in advance of departure.

Name(s) of student(s) _____ Grade _____
_____ Grade _____
_____ Grade _____

Date(s) of proposed absence _____ to _____

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

NAME _____

ADDRESS _____

ITINERARY OF THE TRIP. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

PLEASE NOTE:

Days missed during the Educational Field Trip are counted as student absences. All assigned work must be completed and turned in the day the student returns to school. Students will also be required to submit a 250 word essay upon return for the days to be considered excused.

DATE _____ PARENT SIGNATURE (S) _____

FOR SCHOOL USE ONLY:

Prior Requests _____ Dates _____

Determination:

Approved _____ Date _____

*Conditional _____ Date _____

Not Approved _____ Date _____

*Requested dates that coincide with Keystone/PSSA testing dates will not be approved. These dates will be marked as an unexcused absence and the student would be responsible for making up exams that are missed.

- Students wishing to take an Educational Field Trip during the week of final exams must have prior approval from a building administrator.
- Students will be limited to a maximum of 6 excused days for educational travel per school year.
- Long term assignments/projects due during the trip should be submitted BEFORE departure.