



Pine-Richland School District  
Elementary Student Application for Family Educational Tour or Trip

**Part 1. To be completed by a parent or guardian.**

Student Name \_\_\_\_\_ Telephone \_\_\_\_\_

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

Proposed travel destination \_\_\_\_\_

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

Were prior requests granted during this school year? \_\_\_\_\_ Dates \_\_\_\_\_

Purpose of tour or trip: \_\_\_\_\_

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). Attendance letters will continue to be sent in accordance with Board Policy.

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_

**Part 2. To be completed by the student's teacher(s).**

<u>Teacher</u>	<u>Subject</u>	<u>Comment/Assignments</u> (Attach sheet if necessary)	<u>Due Date</u>

**Part 3. To be completed by the building principal.** Please check one:  Approved  Disapproved

Other Notes / Reason for disapproval:  
\_\_\_\_\_  
\_\_\_\_\_

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

# of Absent Days Year-To-Date: \_\_\_\_\_

## **Family Educational Tour or Trip**

### **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 14 calendar days prior to the date on which the student seeks to be excused from compulsory attendance.

### **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 Pine-Richland School District to discourage excused absences for educational tours or trips during the first two weeks of school, any state assessment testing window, and 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/projects administered during the last two weeks of the term if, in the judgment of the building principal, the facts of the case so merit.

### **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.