

METHACTON SCHOOL DISTRICT  
ELEMENTARY SCHOOL

ARROWHEAD  AUDUBON  EAGLEVILLE  WOODLAND  WORCESTER

STUDENT EDUCATIONAL TRIP REQUEST FORM

Date Submitted: \_\_\_\_\_ (Must be 2 weeks prior to departure)

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Total number of School Days Absent: \_\_\_\_\_

Date(s) of Absence: From: \_\_\_\_\_ to \_\_\_\_\_

**NOTE: A maximum of five (5) days per year will be considered as excused absences.**

I believe this absence should be considered an excused absence for the following reason:

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

***SPECIAL NOTE TO PARENTS AND STUDENT:*** *It is the responsibility of the parent to contact the teacher in ADVANCE of the absence. No assignments will be provided before the trip. Upon return to school, the student must complete all work assigned.*

*Please refer to the attached Board Policy 204 for further information.*

**WE HAVE READ THIS DOCUMENT; WE UNDERSTAND IT AND WILL COMPLY WITH IT.**

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

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Principal's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

## **MSD School Board Policy 204**

### **Educational Travel**

Upon receipt of a written request from the parents involved, pupils may be excused from school attendance to participate in an educational tour or trip in accordance with State attendance regulations. Such travel shall be at the expense of the parent and be subject to direction and supervision by a parent, grandparent or legal guardian.

Approval for these trips shall be requested in writing on forms provided by the district. Requests must be submitted two (2) weeks before the date of departure and should be completed in detail. Forms will not be accepted after the trip.

Submission of the form, in itself, does not constitute approval. These requests will be evaluated on the following criteria:

1. Length of Trip – number of school days the student will miss.
2. Only five (5) days per year will be considered.
3. The number of absences accumulated prior to the scheduled trip.

All school work and tests missed during an approved trip shall be made up at the initiation of the student and reasonable convenience of the teacher at the secondary level. Work not made up will count as a failure.

Unapproved trips will be treated as unexcused absences. As such, no work missed may be made up. Any parent/guardian of a student who fails to comply with Section 1333 of the compulsory attendance requirements of the School Laws of Pennsylvania will be reported to the district magistrate, and fines could be imposed.

Absences due to the following four (4) conditions will be considered non-cumulative:

1. Death in the immediate family
2. Subpoenaed court appearance
3. Verified acute or chronic medical condition as documented by the parent and physician, and medical or dental appointments that cannot be scheduled at a time other than during school hours. A physician's note related to a chronic condition must state severity that the severity of the condition will prohibit the student from attending school as specified by the physician.
4. Pre-approved absence from school stipulated in Board policy, e.g. excused educational experiences, approved college visitation day, excused religious observance or instruction.

Absences of seven (7) or more days not attributable to these four (4) conditions will result in withholding of course credit (secondary students) or withholding of promotion to the next grade (elementary and middle school students). Course credit may be awarded or promotion to the next grade made after satisfactory completion of an alternate education plan. This plan may include disciplinary options such as detention, suspension, or expulsion; repetition of required courses (in part or in whole); and/or other educational options at the recommendation of the principal.

When a student accumulates five (5) days of absence not attributable to the aforementioned conditions or is absent for five (5) consecutive days, a referral to the attendance officer shall be made. Irregular attendance may also be referred to the District Magistrate in the case of a student who is under age seventeen (17). When a student accumulates five (5) absences not attributable to the aforementioned conditions, the principal or designee shall hold a conference with the student/parent with input from the guidance counselor, Home and School visitor and the child's teacher(s). The purpose of the meeting shall be review the student's absences and to state clearly to the student and parent or guardian the consequences of seven (7) absences. Minutes of the meeting shall be maintained. The burden of attendance verification shall be on the parent or guardian.