



50 East Paletown Road
Quakertown, PA, 18951
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"Trips with parents are counted as excused absences if the School is informed of them beforehand and arrangements can be made for work to be done while away from school. However, these must be planned trips with some educational value.

Trips to visit relatives or one-day trips that could be taken on a weekend are not excused absences. A form requesting absence from school for a trip must be completed to help plan for educational experiences.'

(Excerpt from Parent Handbook)

Although written work can be made up, class discussions, activities and projects cannot be made up and the student will have missed out on these important learning situations.

Parents -

Educational trips must be cleared at the office at least 10 days before leaving. This will enable teachers to give assignments which will utilize the experience. Students will be given some make-up time to complete work which needs to be done.

QUAKERTOWN CHRISTIAN SCHOOL

REQUEST FOR EXCUSED ABSENCE FOR STUDENTS TAKING NON-PUBLIC EDUCATIONAL TOUR OR TRIP WITH FAMILY OR OTHER APPROVED ADULT SPONSOR

CRITERIA/GUIDELINES

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the School Administrator and the pupil's parents/guardians.

In order to clarify such absences, the following procedure for non-school educational trips/tours is established:

1. This form must be submitted to the Administrator **a minimum of 10 school days prior to the trip (except in an emergency)**. Parents/guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. Unless there are unusual or emergency circumstances, such requests will NOT be approved for the first ten (10) school days of the year.
4. Five (5) school days per student will be approved for educational trip/tour requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the Administration well in advance of the requested dates for absence).
5. Satisfactory academic achievement will be considered in the approval of such a request.
6. All school work missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

QUAKERTOWN CHRISTIAN SCHOOL

**REQUEST FOR EXCUSED ABSENCE FOR STUDENTS TAKING NON-SCHOOL EDUCATIONAL TOUR
OR TRIP WITH FAMILY OR OTHER APPROVED ADULT SPONSOR**

Please review criteria and guidelines on the reverse of this form prior to completion.

Name of parent or guardian (print) _____

Address _____

<u>Student's Name</u>	<u>Grade</u>	<u>Teacher(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Brief description of trip (include location) _____

Educational value of trip _____

Date(s) of trip _____

Pupil to be accompanied by parent or guardian? Yes _____ No _____

Pupil to be accompanied by other adult (in lieu of parent or guardian) Yes _____ No _____

If Yes, what is the adult's name? _____

Name of sponsoring organization, if any: _____

Signature of Parent or Guardian

Date

THE STUDENT IS RESPONSIBLE FOR ALL MISSED WORK

FOR SCHOOL USE ONLY

Number of School Days Absent _____

Principal's Decision: Approved _____

Not Approved _____

Parent/Guardian will be contacted if not approved.

Principal's Signature

Date