



York Adams Academy

Request for an Excused Absence from School For Pre-Planned Educational Trip



Student's Full Name: _____

Address: _____ Zip: _____

Teacher's Name: _____

Proposed Dates of Absence: From _____ To _____

Person(s) Directing and/or Supervising student during absence: _____

Address: _____

Phone: _____

Itinerary of trip- Include the date, name and location of the educational experience the student will receive outside of the classroom and explain the educational value.

Signature of Parent or Guardian

Telephone Number

Date

School Use Only

Date received by School Office: _____

Director's Signature: _____ Date: _____

APPROVED _____ NOT APPROVED _____

York Adams Academy

Section: Pupils
 Title: Educational Trips
 Number: 231
 Status: Active
 Legal: [1. 22 PA Code 11.26](#)
 [4. 22 PA Code 11.41](#)
 Adopted: September 25, 2018
 Revised: September 25, 2018

	231. Educational Trips
1. Purpose	The York Adams Academy Advisory Board recognizes that occasionally students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. These trips are permitted under State Board of Education regulations as long as certain conditions are met and the educational experience is designed to provide the student with broadening understandings of social, cultural, educational or geographic values and concepts.
2. Authority	There may be occasions during the school year when educational trips and tours are scheduled that are not school sponsored. Such activities during the school term require a written request from the parent/guardian. The Director, will appraise the value of the trip, provided the trip is at parental/guardian expense and that the pupil participants are subject to direction and supervision by adult persons acceptable to the parents or guardian of the pupils concerned and to the Director.[1]
4. Guidelines	<p>The following procedures shall be followed in requesting approval for an educational trip:</p> <ol style="list-style-type: none"> 1. Parents or guardians shall submit the educational trip form (available in school offices) no less than 24 hours in advance of the proposed trip. The form must describe the educational value of the trip in sufficient detail that a judgment can be made regarding the educational value as part of the approval process. 2. The Director will notify the parents or guardians in a timely manner of the decision to approve or disapprove the trip. Approval for each request will be evaluated by the following standards: previous attendance records, academic performance and the educational value of the activity. Students will be allowed one educational trip a year not to exceed five school days in length. 3. Approved trips will be recorded as excused absences <p><u>Dissemination</u> Annually, this policy shall be publicized in student handbooks and/or by other appropriate means.[4]</p>