

# Frazier School District

## APPLICATION FOR NON-SCHOOL SPONSORED STUDENT EDUCATIONAL TRIP

### REGULATIONS

Students may be excused from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal 10 days prior to the absence and completes the required district forms.
2. The student's participation has been approved by the Building Principal.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
4. The student has obtained signatures and assignments from all the teachers of record on district approved forms.
5. The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.
6. Students are required to make up work missed during educational trips.
7. The student's participation must be approved by the Superintendent or designee.
8. The student must have satisfactory attendance prior to the Educational Tour/Trip.

### PLEASE NOTE THE FOLLOWING:

- The prior approval of at least 5 days from the principal is required for such trips to be marked as an **excused** absence.
- If the trip exceeds ten (10) school days, the prior approval of the superintendent is required, in addition to the prior approval of the principal.
- If the student takes a personal trip or tour without the proper prior approval, his/her make-up privileges may be forfeited and the day of absence will be unexcused.
- Parents are urged to restrict travel on school days since the lack of continuity disrupts instruction for the absent child as well as the class.
- Trip requests are strongly discouraged during Terra Nova and PSSA testing weeks. If the dates, of the trip extend into a testing window with time not available for make-up, the request may be denied.

Student's Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Homeroom # / Teacher \_\_\_\_\_ Grade Level \_\_\_\_\_

Site of Educational Trip \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

**In my estimation, the educational values that will be obtained by my child as a result of this experience are as follows:** \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Date(s) \_\_\_\_\_ of \_\_\_\_\_ Educational Trip \_\_\_\_\_

**It is my understanding that I will contact my child's teachers at least one week PRIOR to the vacation to determine what requirements or assignments must be fulfilled in order to maintain their preparedness in the classroom. Upon return, it is my understanding that all assignments will be completed within five days as according to the Frazier School District**

**Policy. Work that is not submitted on time may result in your child receiving no credit or partial credit for work submitted late.**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Administrative Approval**  
(To be completed by Administrator and Faculty only)

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

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Total Absences (current): \_\_\_\_\_

**Reason for Disapproval:**

\_\_\_\_\_ Excessive Absenteeism

\_\_\_\_\_ Poor Academic Performance (Grade Report Attached)

\_\_\_\_\_ Standardized Tests/Comprehensive Exams

\_\_\_\_\_ Other

<b>Subject</b>	<b>Teacher Initials</b>	<b>Academic Concerns</b>
Reading		
Spelling		
Speaking/Listening		
Writing/Grammar		
Math		
Science		
Social Studies		

**\*\*Faculty members are to provide homework for the student for the dates of the above referenced trip.**