



Frazier Elementary School

Dr. Kelly Muic

Elementary School Principal, Federal Programs Coordinator & Pre K Counts Coordinator

Re: Educational Field Trip

December 7th, 2018

Dear Parents & Guardians,

An Educational Field Trip form must be filled out for all Educational Field Trips.
This information can be found on page 13 of Student & Parent Handbook:

REGULATIONS – NON-SCHOOL SPONSORED EDUCATIONAL TRIPS

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 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 PSSA testing weeks. If the dates of the trip extends into a testing window with time not available for make-u***

Educational trips must be pre-approved prior to the trip or this will be counted as an illegal absence. Please be advised that after 3 illegal absences a citation may be filed with the Magistrate.

Educational trip forms are available in the office. You may call or send a note requesting a form. Please be sure to plan ahead since Educational trip forms **will not** be accepted after the trip has been taken.

We thank you for your cooperation in this matter!
Dr. Muic

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