UPPER PERKIOMEN HIGH SCHOOL
FAMILY EDUCATIONAL TOURS AND TRIPS

Student Name _____ Date _____

Grade _____ Phone Numbers (H)_____ (W)_____

Please Note: Trips or tours during the school year are not recommended. Students have a tendency to fall behind in their school work when out for any period of time. Please try to plan your trips when school is not is session.

Rules and Procedures:

- All family/educational days are counted toward total accumulated absences permitted for the school year unless the trip is school sponsored.
- For college visitations, a note from the college which confirms your visit must be presented to the Attendance Secretary upon your return or the date will be recorded as unexcused.
- Students must complete this form and submit it to the Student Services office *one week prior to the start of the trip*.

STEP ONE - Request Approval (Complete the following and return the form to the Student Services for Assistant Principal approval.)

Date(s) of trip _____ Day(s) of Absence _____

Destination _____

_____ _____
Parent Signature Student Signature

_____
Assistant Principal Signature

STEP TWO - Teacher Notification (Students must notify subject teachers of the absence and arrange for make-up work. Students should give teachers at least a week's notice to prepare make-up work.

Class	Mod	Signature
_____	___	_____
_____	___	_____
_____	___	_____
_____	___	_____
_____	___	_____
_____	___	_____

STEP THREE - Return form to the Attendance Secretary prior to leaving for tour or trip.

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