

UPPER PERKIOMEN SCHOOL DISTRICT
EDUCATIONAL TRIP / FAMILY VACATION REQUEST FORM

Dear Parents/Guardians,

Please use this form if you wish to request an excused absence for an Educational Trip or Family Vacation during the school year. Please submit this form at least one (1) week prior to the start of the trip/vacation.

Educational Trips or Family Vacations during the school year are not recommended as students may tend to fall behind in their school work when out for any period of time. Upon receipt of a written request from a parent/guardian, an educational trip or a family vacation may be approved during the school year following a review by the principal/assistant principal of the trip details, student attendance and academic progress/grades and impact of the absence on the student's education.

The following regulations are applicable to all Educational Trips or Family Vacations:

1. Absences for non-school trips shall not be excused unless a written request by the parent has been approved by the building principal. Such requests are to be submitted on the Educational Trip / Family Vacation Request Form to the School Principal / Assistant Principal at least one (1) week prior to the date of the trip.
2. Parent absence notes are limited to ten (10) school days during a school year. Parent absence notes are accepted for various reasons including educational trips and family vacations. If a student already has a number of accepted parent notes during a school year (cumulative of sick, previous trip/vacation or other absence reasons) for that school year, only the difference between the number of accrued days up to ten (10) will be approved. The remaining days beyond the maximum of ten (10) total days for the school year will be considered unexcused. Additional days absent will be classified as unexcused and/or unlawful and will be subject to the legal procedure prescribed by attendance regulations.
3. Absences from school to participate in an educational trip or family vacation may not be approved for students who are failing two (2) or more subjects; for students who are identified as habitually truant and/or, for students for whom a physician's excuse is required for all absences.
4. Educational trips or family vacations that exceed ten (10) school days will result in the student being disenrolled from the school district. Upon return from the educational trip or family vacation, a parent or guardian will need to re-register with the District by first scheduling an appointment with the District Office.
5. Classroom teachers should be notified at least a week in advance by the student/parent of the upcoming absence to provide adequate time to arrange for missed assignments/classwork.

Student's Name: _____ Grade: _____

Date of the Trip/Vacation: _____ Destination: _____

Days of Absence from School: _____

Parent/Guardian Signature _____ Date _____

Parent Phone Number _____ Parent e-mail _____

Office Use Only: Date Request Received _____ Approved _____ Disapproved _____

Current Days Excused _____ Approved Excused _____ Unexcused _____