

# DEER LAKES HIGH SCHOOL (DLHS) EDUCATIONAL TOUR / TRIP / VACATION REQUEST FORM

## **PART I: To be completed by student's Parent/Guardian**

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Purpose of request: *(please check one)*

Vacation/Family trip \*     College/School Visit\*\*     DLHS Job Shadowing\*\*     Take your Child to work Day\*\*     Other

\* *Only (5) Vacation days allowed per school year. Days taken after the (5) allowed will be Unlawful Absences.*

\*\* *In addition to this form, students attending a college/school visit, job shadowing, or Take Your Child to Work Day, **MUST** also return with documentation from the place of visitation, on their official business letterhead/stationary, stating that the student was there on that date, and signed by an authorized representative of said place. Absences will not be excused until both documents are received by the Attendance Office.*

Date(s) student will be absent from school: \_\_\_\_\_

Proposed trip/travel destination: \_\_\_\_\_

If you checked "Other" above, please state the purpose of this trip: \_\_\_\_\_

Were prior requests granted during this school year?     YES     NO    If yes, date(s): \_\_\_\_\_

Reason why trip cannot be taken when school is not in session: \_\_\_\_\_

*I hereby request that the above named student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities, which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher.*

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_

## **PART II: To be completed by the student's DLHS teachers**

	Teacher's Initials	Comment/Assignments (attach sheet if necessary)	Due Date
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 7			
Period 8			
Period 9			

***This form MUST be returned to the Attendance Window BEFORE the date(s) the student will be absent!***

## **PART III: Completed by the DLHS building Principal or Assistant Principal**

Please check one:     Approved \_\_\_\_\_ Days     Disapproved \_\_\_\_\_ Days\*

\*Reason for Disapproval: \_\_\_\_\_

Signature of Principal or Asst. Principal: \_\_\_\_\_ Date: \_\_\_\_\_

# **DLHS EDUCATIONAL TOUR / TRIP / VACATION REQUEST**

The parent(s) or guardian(s) of a student who wish to have the student excused from compulsory school attendance for one or more days in order to participate in an educational tour/trip, vacation, college/school visit, job shadowing, work experience, Take Your Child to Work Day, etc. must submit an Educational Tour/Trip/Vacation Request Form (available in the Attendance Office) to the Principal. Except for emergency situations, which must be fully explained, this request must be submitted at least 7 calendar days prior to the date(s) for which the student seeks to be excused from compulsory attendance.

The Principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the educational tour/trip/vacation, the number of requests made during the school year, and whether the educational tour/trip/vacation is likely to advance the educational growth of the student. It is the practice of the Deer Lakes School District to discourage excused absences for educational tours/trips/vacations during the final two weeks of any school term. However, if permission is granted for an educational tour/trip/vacation, any part of which will cause the student to be absent during the final 14 calendar days of any school term, the Principal shall permit the student to make up examinations administered during the last two weeks of the term if, in the judgment of the Principal, the facts of the case so merit.

Upon request by a parent, guardian or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour/trip/vacation. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments/responsibilities that are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).

The student shall return to school by the first day after the excused absence or date previously specified by the Principal. A student who, after being denied an excuse, persists in unexcused absence from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn a failing grade for the assignments/responsibilities made during the period of absence.

A student who, after being granted an excuse, fails to complete the assignments/responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments/responsibilities.

In addition to the Educational Tour/Trip/Vacation Form, students attending a college visit, job shadowing, work experience, Take Your Child to Work Day, etc. must also return with documentation from the place of visitation, on their letterhead, stating that the student was there on that date, and signed by an authorized representative of said place. Absences will not be excused until both documents are received by the Attendance Office.

The Pennsylvania Interscholastic Athletic Association (PIAA) Constitution stipulates that: A Pupil who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of sixty (60) school days following his/her twentieth (20<sup>th</sup>) day of absence, except that where there is a consecutive absence of five (5) or more school days, due to confining illness, injury or quarantine, such absence may be waived from the application of this rule by the district committee, if a thorough and complete investigation warrants such waiver. Attendance at summer school does not count toward the sixty (60) days required.

Absence from school for an entire semester, or for several semesters, shall disqualify a pupil from the same period as stated in this section.

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours/trips/vacations during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships rather than excessive absence.