

EPHRATA AREA SCHOOL DISTRICT
Educational Trip Form

State attendance regulation 11:26 provides guidelines for non-school district sponsored educational tours and trips. Regulations state that a school district may excuse a student from school attendance to participate in a non-school district sponsored educational tour or trip if the following conditions are met:

- The student's parent or guardian prior to the tour or trip submits to the school district a written request for the excusal.
- The student's participation on the tour or trip has been approved by the district superintendent or a designee.
- There is an adult who is directing and supervising the student during the tour or trip who is acceptable to both the parent or guardian and the district superintendent.

It also states that a school district may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

This form should be submitted at least forty-eight (48) hours prior to the date of departure. A student is annually given eight (8) days of excused absences. Additional days are unexcused absences. Students are expected to make up all class work missed during the absence.

To be completed by the parent/guardian:

Name of Student _____ Grade _____

School _____ Teacher(s) _____

Dates of Proposed Absence _____

Purpose of the Absence (check below)

- | | |
|--|--|
| <input type="checkbox"/> Family Trip | <input type="checkbox"/> Career Shadowing |
| <input type="checkbox"/> Educational Experience | <input type="checkbox"/> Military Visitation |
| <input type="checkbox"/> College/Post-Secondary Visitation | <input type="checkbox"/> Other |

Other family members who attend EASD (Name and School) _____

Please complete a form for each student and submit it to each school office.

Description of Trip/Experience

Parents'/Guardians' daytime phone number _____ Home Phone _____

Parents'/Guardians' signature _____ Date _____

To be completed by the school:

of excused absences _____ # of unexcused absences _____ # of educational trip days _____

Administrator's/Attendance officer's signature _____

Excused _____ Unexcused _____ Date _____