

Methacton School District – Educational Trip Form Request for Absence from School

Date: _____

Student Name: _____ Grade: _____ Homeroom: _____

Dates of absence: from _____ to _____ = total # of Days: _____

Reason: _____

Important Note: A maximum of five (5) school days per year will be considered excused for educational trips. Please see the attached for more detailed information. It is the responsibility of the students to contact teachers for all work missed. Time allowed for make-up work should not exceed twice the number of days absent. Question or concerns should be directed to our Attendance office at (610)489-5000, ext. 25037.

Parent Signature

Student Signature

Please complete the list below and return to the attendance office two (2) weeks in advance of the trip. Teachers will initial indicating awareness of the proposed absence.

SUBJECT	TEACHER	TEACHER INITIALS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR OFFICE USE ONLY

Attendance Office: _____

Previous # of days absent: _____

Administrator: _____ approve

_____ disapprove

Counseling office: _____

Home and School Visitor: _____

Educational Tours and Trips

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Such travel shall be at the expense of the parent/guardian and shall be subject to direction and supervision by a parent, grandparent or legal guardian.

Approval for these trips shall be requested, in writing, on forms provided by the district. Requests must be submitted two (2) weeks before the date of departure and should be completed in detail. Forms shall not be accepted after the trip.

Submission of the form does not constitute approval. These requests will be evaluated on the following criteria:

1. Length of trip – number of school days the student will miss.
2. Only five (5) days per year shall be considered.
3. The number of absences accumulated prior to the scheduled trip.

All school work and tests missed during an approved trip shall be made up at the initiation of the student and reasonable convenience of the teacher at the secondary level. Work that is not made up shall count as a failure. All work assigned prior to the trip must be returned the first day back or this will count as a failure.

Unapproved trips shall be treated as unexcused absences. As such, no work missed may be made up.

Absences due to the following four (4) conditions shall be considered noncumulative:

1. Death in the immediate family.
2. Subpoenaed court appearance.
3. Verified acute or chronic medical condition as documented by the parent/guardian and physician, and medical or dental appointments that cannot be scheduled at a time other than during school hours. A physician's note related to a chronic condition must state that the severity of the condition will prohibit the student from attending school as specified by the physician.
4. Preapproved absences from school such as excused educational tours and trips, approved college visitation day, and excused religious observance or instruction.

Absences of seven (7) or more days not attributable to these four (4) conditions shall result in withholding of course credit (secondary students) or withholding of promotion to the next grade (elementary and middle school students). Course credit may be awarded or promotion granted after satisfactory completion of an alternate education plan. This plan may include disciplinary options such as detention, suspension, or expulsion; repetition of required courses (in part or in whole); and/or other educational options at the recommendation of the principal.

When a student accumulates three (3) days of absence not attributable to the aforementioned conditions or is absent for five (5) consecutive days, a referral to the attendance officer shall be made. When a student accumulates four (4) days of absence not attributable to the aforementioned conditions, a referral to the District Magistrate shall be made. When a student accumulates three (3) absences not attributable to the aforementioned conditions, the principal or designee shall hold a conference with the student/parent/guardian with input from the guidance counselor, home and school visitor and the student's teacher(s). The purpose of the meeting shall be to review the student's absences and to state clearly to the student and parent/guardian the consequences of seven (7) absences. Minutes of the meeting shall be maintained. The burden of attendance verification shall be on the parent/guardian.

Absences of four (4) or more consecutive days require a doctor's note or a medical excuse upon return.