

POTTSGROVE SCHOOL DISTRICT REQUEST FOR EDUCATIONAL LEAVE

THIS REQUEST IS TO BE SUBMITTED AT LEAST ONE WEEK PRIOR TO SCHEDULED TRIP.
(NO EDUCATIONAL TRIP REQUESTS WILL BE HONORED DURING PSSA TESTING PERIODS FOR
STUDENTS IN GRADES WHERE THE PSSA TESTS ARE ADMINISTERED.)

Date Submitted: _____

Name of Student: _____ Grade: _____

Teacher: _____ Dates of Planned Absence: _____

Destination of tour or trip: _____

Reasons tour or trip should be considered educational: _____

Name of Parent/Guardian accompanying student: _____

Signature of Parent/Guardian: _____ Date: _____

Address: _____ Phone: _____

Please be aware of the following in reference to School Board Policy 204.1:

1. The tour or trip must be of no expense to the School District.
2. The student participant will be subject to direction and supervision by an adult acceptable to the District.
3. In order for the tour or trip to be considered as "excused" the student must, upon return, provide proof satisfactory to the principal that s/he has accomplished that schoolwork assigned to him/her for accomplishment during the period of the trip. Failure to produce this evidence of satisfactory progress will result in the days away from school being counted as unexcused and may affect the student's final grade.
4. Upon returning to school, the student shall have the same number of days to make up work missed as was the length of the trip, unless otherwise determined by the principal.
5. **There shall be a five (5) day limit for the use of this policy during any school year. Days beyond the five-day limit will be counted as unexcused days.**
6. Tours and trips for educational purposes not sponsored by the school shall not be granted during the first week and last week of school.
7. Final approval to excuse students for tours and trips for educational purposes must come from the Superintendent.
8. Permission may be denied in those instances where there are chronic attendance problems and/or academic deficiencies.

PRINCIPAL'S RECOMMENDATION:

Approved: _____ Not Approved: _____ Reason: _____

Principal Signature: _____ Date: _____