



North Hills School District Educational Tour or Trip Request Form

Request for Excused Absences: In order for educational tour or trip absences to be reviewed and/or approved as excused absences, the following written request must be submitted to the principal's office two weeks prior to the beginning of the trip, unless an unusual circumstance exists.

Administrative Discretion: The principal shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, cumulative excused/unexcused absences to date, and whether the educational tour or trip is likely to advance the educational growth of the student. The principal may deny requests, or limit the duration of tours or trips for which excused absences for the student would exceed nine (9) absences in a semester or eighteen (18) absences in a school year.

Assignments/Responsibilities: Students shall be granted the privilege of making up work missed by excused absence. However, the responsibility for making up the work lies entirely with the student. Arrangements shall be made with his/her teachers as to the work which will be missed.

Absence Policy Reminders: The Pennsylvania Department of Education and North Hills School Board [Policy No. 204](#) establish attendance policies for the district. Absences as a result of educational tours or trips will accrue towards a student's total number of absences in a given school year. Parents/guardians may write a maximum of ten excuses for absences in a given school year. All absences beyond ten cumulative days shall require an excuse from a licensed physician to be deemed excused.

Part 1: To be completed by the Parent or Guardian

Student's Name: _____	Grade: _____
Dates requested to be excused: _____	
Proposed travel destination: _____	
Please explain the purpose of the tour or trip: _____	

<i>I hereby request that the above student be excused from compulsory attendance during this period of absence. I have reviewed the North Hills School District Attendance Policy #204, and am aware of the district's approved absence requirements. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon return to school.</i>	
Signature of Parent/Guardian: _____	Date: _____

Part 2: To be completed by a Building Administrator

Number of excused absences: _____	Number of unexcused absences: _____
Number of absences for this trip or tour: _____	Approved: _____ Disapproved: _____
Signature of Building Admin: _____	Date: _____