

NORTH HILLS SCHOOL DISTRICT STUDENT EDUCATIONAL TRIP REQUEST FORM

One of the greatest difficulties facing our schools today is a high rate of absenteeism. According to Pennsylvania State Law and Student Rights and Responsibility Regulations, all students are expected to attend school regularly to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Educational trips are specifically referenced in North Hills School District policy #204 - Attendance. Some of the key elements of the policy include:

- Students shall not accumulate more than nine (9) absences in a semester, and no more than eighteen (18) absences during a school year.
- Students who exceed nine (9) absences (excused and unexcused) from a semester class or eighteen (18) absences (excused and unexcused) from an all year class may be retained at grade level for the following school year or forfeit credits earned for the current school semester and/or school year, due to excessive absences.
- Absences as a result of educational trips will accrue towards a student's total number of absences in a given school year. Educational trips are not considered to be school sponsored events.
- Parents/Guardians may write a maximum of ten (10) excuses for absences in a given school year. Notes must be received within three (3) school days for an absence to be excused.
- All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician to be deemed excused.

Educational Trips - A request for excused absences due to an educational trip are to be submitted to the principal's office two weeks prior to the beginning of the trip, unless an extenuating circumstance prevents the submission, in order for the trip to be considered for approval. District administrators will examine the student's attendance records and determine the number of school days that will be excused and unexcused (if applicable). All work missed during the absence must be completed in accordance with the school's Student Handbook.

Student Name: _____ **Student Grade:** _____

Today's Date: _____ **Dates of the Trip:** _____

I have reviewed the North Hills School District Attendance Policy, and I am aware of the district's approved absence requirements. I am aware that an educational trip request needs to be submitted to the principal's office at least two weeks prior to the beginning date of the trip in order to be considered for approval and in order to prepare missed school work.

Parent/Guardian Signature: _____ **Telephone Number:** _____

SCHOOL DISTRICT USE ONLY

The above-named student has been absent _____ days during the _____ school year, _____ Excused and _____ Unexcused. This educational trip will require an additional _____ school days absent and will result in the student compiling _____ total days absent from school this year.

This student's educational trip results in _____ days being approved/excused and _____ days denied/unexcused.

Reason: _____

District Administration Signature: _____ Date: _____