

**BOYERTOWN AREA SCHOOL DISTRICT**  
**Boyertown, Pennsylvania 19512**

**ELEMENTARY**  
**APPLICATION TO BE ABSENT FROM SCHOOL FOR**  
**AN EDUCATIONAL TRIP OR TOUR**

Parents:

Please complete the following information and submit to your building principal at least 2 days in advance of any planned educational trip. Please complete this form for each school age child involved in the trip. Thank you.

Also, during your approved trip, we ask that your child (children) record information about his/her daily experiences which should be given to the teacher upon return. Parents may assist as necessary. Include information such as places visited, highlights and reasons why other students would like to visit there. Brochures, pamphlets and pictures may also be included. In most cases, the report will be shared with the class. It is understood that class assignments missed by pupils while on the trip will be made up.

---

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Grade/Teacher \_\_\_\_\_ Phone No. \_\_\_\_\_ (home) \_\_\_\_\_ (work)  
Requested Dates of Absence \_\_\_\_\_  
Nature and Reason for Absence \_\_\_\_\_  
Educational Benefits to be Derived \_\_\_\_\_

---

I certify the above information to be correct and understand the Boyertown Area School District Excused Absence Agreement.

---

Date of Application

---

Signature of Parent/Guardian

---

FOR OFFICE USE ONLY

Date Application Received \_\_\_\_\_ Number of Student Absences to Date \_\_\_\_\_ Excused \_\_\_\_\_  
Approved \_\_\_\_\_ Comments: \_\_\_\_\_ Unexcused \_\_\_\_\_  
Disapproved \_\_\_\_\_ Tardiness \_\_\_\_\_  
Ed. Trips \_\_\_\_\_

---

Date

---

Signature of Principal

White – Parent Copy  
Yellow – Attendance Office Copy  
Pink - Teacher Copy

Rev. October 2001