

**BOYERTOWN AREA SCHOOL DISTRICT
ELEMENTARY SCHOOL**

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

District students may be legally excused from school attendance to accompany parents on a tour or trip during the school term at the expense of the family when such a trip/tour is evaluated by the building principal as being of an educational value sufficient to merit an excused absence. **A total of 10 days of such absence for education trips or tours of this nature is permitted per school year.** Failure to submit an Educational Trip Application prior to departure will result in trip days being counted as unlawful absences.

Please complete the following information and submit to the Main Office at least two (2) days in advance of any planned educational trip. A separate form should be completed for each elementary student.

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 reason 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

Signature of Parent/Guardian

FOR OFFICE USE ONLY

Student # _____

Number of Student Absences to Date

Date Application Received _____

_____ Excused

Approved _____ Comments _____

_____ Unexcused

Disapproved _____

_____ Tardiness

_____ Ed. Trip

Date

Signature of Principal