

# BOYERTOWN AREA SCHOOL DISTRICT

## MIDDLE 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 Attendance Office at least two (2) days in advance of any planned educational trip.** A separate form should be completed for each middle school student.

**To be completed by Parent:**

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
 Grade/Section \_\_\_\_\_ 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

**To be completed by Student:**

**BOYERTOWN EXCUSED ABSENCE AGREEMENT**

I have seen all of my teachers and have received the work required in each of my courses. I understand that all of this work must be handed in to my teachers at the date specified following my return to school. Work not handed in will have a negative effect on grades.

Dates of Absence \_\_\_\_\_ Student Signature \_\_\_\_\_

Makeup work including tests must be completed by \_\_\_\_\_  
 Makeup date should be no later than three (3) school days after returning to school

**Teachers:**

Subject	Comment	Initials*	Subject	Comment	Initials*
Language Arts	_____	_____	_____	_____	_____
Math	_____	_____	_____	_____	_____
Social Studies	_____	_____	_____	_____	_____
Science	_____	_____	_____	_____	_____

\*Teachers initial indicate that they are aware of the requests and have provided assignments. Teachers should speak personally with the principal if they have concerns regarding this request.

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 \_\_\_\_\_