

**BOYERTOWN AREA SCHOOL DISTRICT Boyertown, Pennsylvania 19512  
ELEMENTARY APPLICATION TO BE ABSENT FROM SCHOOL FOR AN  
EDUCATIONAL TRIP OR TOUR DURING COVID-19**

We are kindly asking that you please provide your travel destination (city, state, country, etc.) information during COVID-19. We require that all travelers follow the PA DoH Travel Order/Guidelines in effect at the time of your return to PA.

**TRIP DESTINATION:** \_\_\_\_\_ (city, state, or country, etc.)

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.

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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 \_\_\_\_\_

Approved _____	Comments: _____	_____	Excused
Disapproved _____		_____	Unexcused
		_____	Tardiness
		_____	Ed. Trips

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Principal \_\_\_\_\_