



**PRE-ARRANGED TRIPS SCHEDULED DURING THE SCHOOL YEAR**

**Requirements:**

1. The trip/event must be educationally sound for students (or academically beneficial).
2. The student is responsible for obtaining from teachers, **prior** to the scheduled trip/event, any assignments that will be missed. The student is responsible for completing **all** assignments within five (5) school days after the student has returned.
3. Requests for absences during the Standardized Test periods may be denied by building administration. You should refer to the school calendar for applicable dates.
4. The student should possess an acceptable school attendance record.
5. If recommended by the PA Department of Health or the Federal Department of State families returning from certain states/destinations domestic or international with high numbers of COVID-19 cases will be required to quarantine for 14 days upon return to Pennsylvania. The District will enforce a 14-day quarantine for travel to locations identified at level 3 and 4. Students impacted would be expected to participate in 100% remote instruction during that time. Please see our COVID-19 page on the District Website for more information and links to these sites.
6. Families must agree to comply with all disease control measures authorized by the Disease Prevention and Control Law, as applicable during their travel timeframe. These orders apply to those persons who are travelling or have traveled.
7. **Forms must be returned to the Building Secretary or Attendance Secretary.**

**TO BE COMPLETED BY THE PARENT/GUARDIAN 5 DAYS PRIOR TO ABSENCE**

I request that my child \_\_\_\_\_, a student in  
 (grade/homeroom) \_\_\_\_\_/\_\_\_\_\_ be excused from school on  
 (inclusive dates) \_\_\_\_\_ to accompany his/her family on an educational trip or  
 to attend an educational event.

Trip/event destination: \_\_\_\_\_

Educational/Academic benefit of the trip/event: \_\_\_\_\_

I have read and understand the requirements listed above and will work with my child and the school to meet these obligations and expectations. I completely understand that, if this request is approved, the absences will be recorded as excused and my child is responsible for making up his/her schoolwork upon return. I also understand that, if this request is denied and my child is absent on the dates listed above, the absences will be recorded as unexcused, disciplinary consequences may follow, and work will still need to be completed. Additionally, regardless of the trip's approval status, my family will comply with the District's requirement to adhere to all mandated and recommended action authorized for disease prevention and control. This agreement applies to expressed mitigation measures required before, during, and/or after our trip.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE INITIALED BY TEACHERS (grades 6-12 only):**

Period	Red Day Teacher	Black Day Teacher
1		
2		
3		
4		
5		
6		

**ACTION OF BUILDING/GRADE LEVEL ADMINISTRATOR**

Request Approved

Request Denied