

METHACTON SCHOOL DISTRICT  
SKYVIEW UPPER ELEMENTARY SCHOOL  
**STUDENT EDUCATIONAL TRIP FORM**

Request for Absence from School

Date \_\_\_\_\_ (must be 2 weeks prior to departure)

Student Name \_\_\_\_\_ Grade/Teacher \_\_\_\_\_

Total number of school days absent from school \_\_\_\_\_

Date of absences requested \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Special Note to Parent and Student:*** It is the responsibility of the parent to contact the teacher in advance of the absence. No assignments will be provided before the trip, but the student should keep a journal. See the back of this form for more information.

A maximum of five (5) days per school year will be considered as excused absences.

**WE HAVE READ THIS FORM; WE UNDERSTAND AND WILL COMPLY.**

\_\_\_\_\_  
Signature of Parent/Guardian

Teachers Initials \_\_\_\_\_

.....  
**For Attendance office use only**

Date \_\_\_\_\_ Approve \_\_\_ Disapprove \_\_\_ Prior # of days used \_\_\_\_\_

**PARENT WILL NOT RECEIVE NOTIFICATION IF ALL DAYS ARE APPROVED**

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## MSD School Board Policy 204

### Educational Travel

Upon receipt of a written request from the parent of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip in accordance with state attendance regulations. Such travel shall be at the expense of the parent and be subject to direction and supervision by a parent, grandparent or legal guardian.

Approval for these trips shall be requested in writing on forms provided by the district. Request must be submitted two (2) weeks before the date of departure and should be completed in detail. Forms will not be accepted after the trip.

Submission of the form, in itself, does not constitute approval. These requests will be evaluated on the following criteria:

1. Length of trip – number of school days the student will miss
2. Only five (5) days per year will be considered
3. The number of absences accumulated prior to the scheduled trip

It is the responsibility of the student to request work that will be missed prior to the absence(s). All school work received should be completed and given to the teacher(s) the day the student returns to school.

Unapproved trips will be treated as unexcused absences. As such, no work missed may be made up. Any parent guardian of student who fails to comply with Section 1333 of the compulsory attendance requirements of the School Law of Pennsylvania will be reported to the district magistrate, and fines could be imposed.

Absences due the following four (4) conditions will be considered non-cumulative:

1. Death in the immediate family
2. Subpoenaed court appearance
3. Verified acute or chronic medical condition as documented by the parent and physician, and medical or dental appointment that cannot be scheduled at a time other than during school hours. A physician's note related to a chronic condition must state that the severity of the condition will prohibit the student from attending school as specified by the physician.
4. Pre-approved absence from school stipulated in Board policy, e.g. excused education experience, approved college visitation day, excused religious observance or instructions.

Absences of seven (7) or more days not attributable to these four (4) conditions will result in withholding of course credit (secondary students) or withholding or promotion to the next grade (elementary and middle school students). Course credit may be awarded or promotion to the next grade made after satisfactory completion of an alternate education plan. This plan may include disciplinary options such as detention, suspension, or expulsion; repetition of required courses (in part or in whole); and/or other educational options at the recommendation of the principal.

When a student accumulated five (5) days of absence not attributable to the aforementioned conditions or is absent for five (5) consecutive days, a referral to the attendance office shall be made. Irregular attendance may also be referred to the District Magistrate in the case of a student who is under age seventeen (17). When a student accumulates five (5) absences not attributable to the aforementioned conditions, the principal or designee shall hold a conference with the student/parent with input for the guidance counselor, Home and School Visitor and the child's teacher(s). The purpose of the meeting shall be to review the student's absences and to state clearly to the student and parent or guardian the consequences of seven (7) absences. Minutes of the meeting shall be maintained. The burden of attendance verification shall be on the parent or guardian.