

La Salle Academy

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL

FOR A PREPLANNED EDUCATIONAL TOUR OR TRIP

SCHOOL POLICY: Page 9 (FAMILY HANDBOOK 1994)

Excused Absence for Educational Trips

La Salle Academy will strictly adhere to the Public School Code of Pennsylvania and the Diocesan Board Regulations concerning excused absence for educational tours or trips.

1. A parental request for excused absence must be submitted to the principal for consideration at least five (5) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision.
2. A "Request for Excused Absence" form has been designed for parents to request excused absences from the school for preplanned educational tours or trips. This form will be sent to parents when the school receives notification of the intended trip.
3. If approved by the principal, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed.
4. Upon **returning** from the trip, it is the responsibility of the parent to make an appointment with the homeroom teacher. At this meeting, parent and teacher will outline a plan to help the student compensate for lost instructional time.

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This form must be completed and returned to the principal at least five days before the trip. Only one form needs to be completed per family.

Name(s) of students(s):

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Date(s) of Proposed Absence: _____ to _____

Person(s) directing and/or supervising student(s) during above absence:

Name: _____ Telephone #: (____) _____

Address: _____

Itinerary of trip. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

We have read the attached school policy and we are aware of the responsibility to contact our child's teacher(s) upon returning from the trip.

Parent/Guardian

Signature: _____ Date: _____

Principal Signature: _____ Date: _____