

CENTRAL YORK SCHOOL DISTRICT
Request For An Excused Absence From School
For Pre-Planned Educational Tour or Trip

Student's Full Name _____ Grade _____ Bldg. _____

Address _____ Zip _____ Teacher (Elem. Only) _____

Proposed Dates of Absence: From _____ To _____

Person(s) Directing and/or Supervising Student During Absence: _____

Address: _____

Itinerary of Trip: Include the date, name and location of the educational experience the student will receive outside of the classroom and *explain the educational value.*

NOTE: Please have your child acquire assignments from the teachers to plan ahead for the work that will be missed during the time of the trip. Please be advised that absences which were evaluated as disapproved, but occur during the dates requested, will constitute unlawful absences unless verified by a physician. When three days of unlawful absences are accumulated, written notice will be mailed to parents.

 Signature of Parent or Guardian Telephone Number Date

Secondary students are required to have each assigned teacher initial before submission to office for consideration.

Subject	Teacher's Initials	Recommend/ Not Recommend	Subject	Teacher's Initials	Recommend/ Not Recommend
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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 For School Use Only

Date Received by School Office _____
 Prior Requests This Year _____ Dates _____
 Recommend _____
 Not Recommend _____ Reason _____

 Date APPROVED _____ Principal's Signature
 DISAPPROVED _____
 Conditions _____

 Date Assistant Superintendent's Signature

EDUCATIONAL TRIPS AND TOURS POLICY

The Central York School District recognizes that occasionally students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. These trips are permitted under State Board of Education regulations as long as certain conditions are met and the educational experience is designed to provide the student with broadening understandings of social, cultural, educational or geographic values and concepts.

The process for approval begins with a written request of the parent on a District form. This form must describe the educational value of the trip in sufficient detail that a judgment can be made regarding the educational value as part of the approval process. Students are responsible for securing the initials of each of their teachers at the secondary level and their classroom at the elementary level before submitting the form for consideration. **Forms must be submitted to the school office with all information completed at least two weeks (ten school days) before the trip. No trips will be approved retroactively.** The student will also be required to secure and complete all classroom assignments which occur during the absence.

Request forms are available in each school building office. Approval for each request will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. **Trips should be limited to one each year and normally not exceed eight school days in length. Trips which include days of mid-term/final examinations, achievement testing and PSSA State Testing will not be approved.**

Adopted – June 17, 1980

Amended – November 16, 1982

Amended – December 14, 1992

Amended – November 17, 2003

Amended – August 11, 2010