



## Pre-Approved Absence Request Form

Vacation Policy: Parents are strongly encouraged to schedule family vacations with the School Calendar in mind to ensure that students attend school a maximum number of days.

### Guidelines

1. AACS Students will be permitted to take two (2) educational trips, up to a cumulative maximum of ten (10) school days.
2. The following will be taken into consideration by the principal and/or the Executive Director in granting permission for the trip:
  - a. The student's academic standing
  - b. The student's attendance record
  - c. The effect the days of absence will have on the student's educational welfare.
  - d. Exceptionality of the request
  - e. The student's code of conduct
3. The Application for Educational/Vacation Trip or Tour must be submitted to the principal ten (10) school days prior to the trip.
4. It will be the student's responsibility to contact teachers and make up assignments missed during the time of the trip.
5. Permission will not be granted for trips/tours during the District's standardized testing period and/or State's testing periods.

### Pennsylvania School Code 1949

Student absences are generally governed under the definition and authority of Section 1329 of the Pennsylvania School Code of 1949. This section permits students absences to be considered excused in cases of illness, quarantines, recovery from an accident, required court attendance, death in the family, or any "other urgent reason" justifying a temporary absence. Absences covered under Section 1329 must be directly related to the child's inability to attend school due to reasons cited above and not merely for the convenience of the family.

Requests by parents to have their children excused from school for educational/vacation trips must therefore be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School Sponsored."

"Upon receipt of written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the district superintendent and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the district superintendent and to the parents of the pupils concerned."



## Pre-Approved Absence Request Form

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

Number of days to be absent from school \_\_\_\_\_ Dates of absence \_\_\_\_\_

Destination \_\_\_\_\_

Reason for Request and Educational Benefits: \_\_\_\_\_

\_\_\_\_\_

Date of Application

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

email or phone (preferred method of contact)

**COMPLETE AND SUBMIT ALL COPIES TO THE PRINCIPAL TEN (10) SCHOOL DAYS PRIOR TO THE TRIP/TOUR.**

(PRINCIPAL WILL RETURN A COPY TO PARENT/GUARDIAN INDICATING ACKNOWLEDGED/APPROVAL OR DISAPPROVAL)

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**FOR OFFICE USE ONLY**

Date received \_\_\_\_\_ Number of student absences to date: \_\_\_\_\_excused \_\_\_\_\_ unexcused

Total number of educational/vacation trip and tour days to date \_\_\_\_\_

Acknowledged/Approved

Disapproved (see comments below)

Absences will be excused but will count towards the ten (10) cumulative absences allowed for students.

This is considered an extension of their Arts Education and therefore will not be counted toward their cumulative absences.

Comments:

\_\_\_\_\_

Date

\_\_\_\_\_

Principal's Signature

Main Office : Entered Into STI