

South Allegheny Early Childhood Center and Elementary Schools
Request for Educational Tours or Trips

Part of the “No Child Left Behind” Act stipulates that Annual Yearly Progress (AYP) is calculated using student attendance data. As well as, South Allegheny’s Policy #204 clearly delineates our District procedure.

If attendance rules/guidelines are to be effective in reducing unnecessary student absenteeism, student absences must be monitored and appropriately recorded by district personnel.

The Student Code of Conduct provides for appropriate options and responses related to necessary absences from school, for the purpose of educational tours or trips. **All educational tours or trips must receive prior approval from the administration.**

In order to allow ample time for the teacher to prepare the appropriate assignments, requests should be made two-weeks in advance. All absences require the following to be completed:

- request form for an educational tour or trip
- missed classroom assignments must be fulfilled
- a daily journal of newly learned experiences must be written by the student and submitted to the building principal, within two weeks, of the students return. Pictures should be included. They may be in the form of photos, brochures or drawings.

Please be aware that excessive absences may result in a request being denied and could result in a citation being issued.

Failure to fulfill any of these three requirements will result in the absences being posted as unexcused.

I (Parent/Guardian) _____ request that my son/daughter _____ be excused for educational tour or trip to experience and learn more about:

_____.

My child will be absent on the following dates: _____ to _____ and will return to school on: _____.

Parent’s Signature _____ Date _____ Phone # _____

Grade _____ Homeroom Teacher _____

Your child’s trip **has been/has not been** approved by the administration.

Administrator’s Signature _____ Date _____