

LEO E. SOLOMON – PLAINS MEMORIAL ELEMENTARY SCHOOL

41 Abbott Street, Plains, Pennsylvania 18705

Telephone: (570) 826-7222

Fax: (570) 819-5075

Sean R. Flynn, Principal

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL TRIP

The Wilkes-Barre Area School District recognizes that, from time to time, students may have the opportunity to participate in a pre-planned, educational trip during the regular school year. In order for your child to be legally excused and attend the educational trip, the following steps need to be taken and prerequisites met:

*Parent/guardian must get the approval of the principal by submitting, to the principal, this completed request form at least **two weeks prior** to the departure date of the trip. The principal will evaluate the child's academic standing, discipline history, attendance record, and the educational value of the trip.

*If the educational trip is during the first semester of the school year, the child cannot miss five days or more of school. If the child's absences exceed the five days, the request will be denied.

* If the educational trip is during the second semester of the school year, the child cannot miss ten days or more of school. If the child's absences exceed the ten days, the request will be denied.

*The parent and student shall agree that all class work that is missed during the period of absence will be made up within a timeframe established by the principal.

*No more than five excused absences for educational trips will be granted per school year.

*Please refer to www.wbasd.k12.pa.us for the WBASD Attendance Policy.

TO BE COMPLETED BY PARENT/GUARDIAN:

Name of Pupil _____

Grade/Section _____

Location of Trip _____

Date(s) of Proposed Absence _____

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

Parent/Guardian Signature _____ Date _____

NO TRIP WILL BE CONSIDERED AS AN EXCUSED ABSENCE WITHOUT PRIOR APPROVAL

FOR SCHOOL USE ONLY

Number of days absent this year _____

Prior requests _____

Dates _____

Determination: Approved ____ Not Approved ____

If disapproved, state reason: _____

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School Official /Principal _____ Date _____