

Leo E. Solomon-Plains Memorial Elementary School

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Justin M. Correll, Principal

Mollie Nealon, Guidance

Nancy Cebula, Secretary,

Lynn Jarnot, Secretary

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL TRIP

The Wilkes-Barre 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, parents/guardians must take the following steps and have prerequisites met:

- Parent/Guardian must get approval of the principal by submitting, to the principal, this completed request from 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 overall 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 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 ten days, the request will be denied.
- The parent and student shall agree that all classwork and homework that is missed during the period of absence will be made up with a timeframe established by principal and teacher.
- No more than five excused absences for educational trips will be granted per school year.
- **No educational trips will be approved during the PSSA Testing Window**
- **All trips without prior approval will be considered as illegal absence.**
- **Please refer to the Wilkes-Barre Area School District's website for the WBASD Attendance Policy and COVID/Pandemic Policy for Travel restrictions.**

To be completed by Parent/Guardian:

Name of Student: _____

Grade/Section _____ Teacher: _____

Location of Educational Trip: _____

Date(s) of Proposed Absences: _____ to _____

Proposed Itinerary (include experiences which could be educational in nature and will, therefore, provide the child with some valuable learning experiences outside the classroom):

Parent/Guardian Signature: _____

Date: _____

FOR SCHOOL USE ONLY:

Number of days absent this year: _____

Prior Requests: _____

Dates: _____

Determination: Approved: _____

Not Approved: _____

If Not Approved (Reason): _____