

Southmoreland Middle School

Educational Trip/Vacation Request Form

Please note that attendance is an important factor in educational success. Educational Trips/Vacations are a reasonable absence for school provided that the following conditions are met:

1. The parent/guardian submits this completed written form at least 2 weeks prior to the first day of the trip.
2. The amount of time missed does not exceed 5 school days.
3. The trip/vacation does not occur during the administration of standardized tests (PSSA, Keystones, etc.).
4. This trip/vacation will not allow the student to accumulate more than 8 total excused absences for the year.

Requests will not be approved if the student has accrued more than 3 unlawful days of absence and/or has exceeded 8 total absences for the year.

Student's Full Name: _____

Student's Grade: _____ Homeroom: _____ Date of Request: _____

Dates of Proposed Absence: _____

Description of Trip's Educational Nature:

Students are required to complete all assignments and tests deemed necessary by the teacher(s) in a time period equal to the absence. I.e., if a student misses 3 days of school, make-up work must be completed within 3 days of returning to school.

Parent's Name: _____ Phone Number: _____

Parent's Signature: _____ Date: _____

----- District Use Only Below this Line -----

Date received: _____ Total Absences : _____ Total Unlawful Absences: _____

Decision: Approved Not Approved Principal's Signature: _____

Reason for Disapproval: Excessive Absences Poor Academic Performance Calendar Conflict

Other: _____