

# Individualized Field Trip Request

Family or individualized educational trips, and college visits are limited to **five days** cumulatively during the school year with approval by the building Assistant Principal(s). Absences beyond five days will be considered unexcused and make-up work, quizzes, tests, projects, homework, etc., for those days may not be accepted. Family or individualized educational trip requests **during the mid-term or final exam period will not be approved.**

The Pennsylvania School Code lists the following reasons for excused absence from school: **a) illness, b) quarantine, c) death in the immediate family, d) impassable roads.** Exceptions to the rule may be evaluated individually by a school administrator or his designee. Additionally, a total of not more than **five days** may be approved by the Abington Heights High School administration for absences in reference to job interviews, college visitations and individual or family educational field trips. **Students who have six or more unexcused absences or a total of twenty (20) days of excused or unexcused absence excluding funeral days will not be approved for excused individual or family field trip days.** After fifteen (15) days of excused or unexcused absences excluding funeral days, field trip days will be prorated. (Example: A student who has accrued 17 days of absences may request only three (3) individual or family educational field trip or vacation days.)

***This section is completed by the student/parent. Turn in to office after completing this section.***

***Please submit 10 days prior to first day of request.***

Student Name \_\_\_\_\_ Date of Absence \_\_\_\_\_ to \_\_\_\_\_

Will parents accompany the student? **Y N**

Number of Individualized Field Trip days requested \_\_\_\_\_

Specific reason for absence:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent \_\_\_\_\_

***This section is completed by the office.***

Does the combined total of excused and unexcused days equal 20 or more days? **Y N** (Can't be 20 or more) List number of Individual Field Trip days already taken \_\_\_\_\_ (Can't be more than 5 days)

Is this during an exam time? **Y N** (Can't be taken during exam time)

Does student have 6 or more unexcused absences? **Y N** (Can't have 6 or more unexcused absences)

List the number of days this student is eligible to take as Individual Field Trip days: \_\_\_\_\_

Signature of Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

**(Administration must approve prior to students soliciting teacher's signatures)**

\_\_\_\_\_ Rejected: Return a copy to student in homeroom

\_\_\_\_\_ Approved

**All teachers for each class must initial below, AFTER APPROVAL, to verify their awareness of the absence.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(over)*