

**MARPLE NEWTOWN SCHOOL DISTRICT  
PARENTAL REQUEST FOR STUDENT EXCUSED ABSENCE  
(Pre-planned Educational Tour or Trip)**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_  
Building \_\_\_\_\_ Date(s) of Proposed Absence From: \_\_\_\_\_ To \_\_\_\_\_  
Name of Sibling(s) \_\_\_\_\_  
Schools siblings attend \_\_\_\_\_  
Person(s) directing and/or supervising students during above absence.  
Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

ITINERARY OF TRIP: Include experience which could be educational in nature and will, therefore, provide the child with some valuable experience which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

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I have read the school policy on the attached and am aware of the responsibilities which I have assumed or assigned to someone else. I further agree to abide by the stipulations as set forth in the policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

\_\_\_\_\_ FOR SCHOOL USE ONLY \_\_\_\_\_

Prior Request: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Determination: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Conditional Approval

Explanation/Comments:

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Principal's Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

## **MARPLE NEWTOWN SCHOOL DISTRICT**

### **POLICY: PARENTAL REQUEST FOR STUDENT EXCUSED ABSENCE (Pre-planned Educational Tour or Trip)**

The Marple Newtown School District strongly discourages student absences from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the building principal if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

1. A “Parental Request for Student Excused Absence” form has been designed for pre-planned educational tours or trips. This form will be sent to the parents when the school receives notification of the intended trip.
2. A “Parental Request for Student Excused Absence” form must be submitted to the child’s building principal or designee for consideration at least three (3) days prior to the date of the intended trip and name of the person responsible for supervision. The principal will respond to the request; questionable requests will be submitted to the Superintendent for final determination.
3. The building principal will evaluate the request in terms of educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student’s satisfactory completion of the assignments missed prior to leaving on the trip, it is the responsibility of the student to make-up all work missed during the absence within one week after the student returns to school.
4. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (section 1333 of the School Code).
5. A student may be excused from school to accompany his or her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason requires prior approval from the building principal or his/her designee and satisfactory completion of all work missed during the period of absence.
6. Requests extending beyond five (5) days absence will be reviewed on a case by case basis.