

Great Valley High School Educational Travel Form

In order to be excused, this form is to be completed by the parent/guardian **in advance**.

Student: _____ Grade: _____

School: _____ HR Teacher: _____

Dates of Proposed Absence: _____

Proposed Itinerary/Purpose: _____

(A reminder from Administrative Guideline 204-AG)

In order for a student to be excused for an educational family trip or college visit, parents/guardians must complete and return to the principal an educational trip form prior to the trip or visit. Students or parents/guardians may secure these forms through the attendance or main office. **Requests made on the day of absence or after the fact are considered unlawful.**

When a trip results in more than 10 days of absence from school, students will be temporarily withdrawn from the district's rolls. An exit interview and a withdrawal form indicating withdrawal code W03 and the comment "extended family trip to _____" need to be completed by indicted school staff with the family. Parents will be required to complete a new registration (first page only), at school, upon their child's return.

The student is responsible for securing and completing assignments missed. Obtaining assignments in advance is expected. Assignments are due the day the student returns. Tests must be made up within two (2) days for every day absent, with a maximum extension of five (5) days.

Parent/Guardian Signature: _____ Date of Signature: _____

Teacher Signature (Prior to trip): Students must make arrangements with his/her teachers regarding schoolwork missed prior to this trip.

Period 1: _____ Period 5: _____

Period 2: _____ Period 6: _____

Period 3: _____ Period 7: _____

Period 4: _____

THIS SECTION TO BE COMPLETED BY THE SCHOOL

Number of Days Absent So Far This School Year: _____

School Official's Signature and Date: _____

*State Board of Education Regulation Chapter 11.26:

Educational tours and trips not school sponsored: Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent (or designee) and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned.

cc: All Teachers
Parent/Guardian
School Counselor