

Union School District
Application for Non School Sponsored / Educational Trip

It is the policy of the Union School District to encourage full compliance with the compulsory attendance provisions set forth in the Regulations of the State Board of Education of Pennsylvania and the Public School Code of 1949 as amended. These provisions make it clear that excuse from compulsory attendance for a student trip is a privilege and not a right, the granting of which is within the sound discretion of the school district.

Procedure:

1. Submit request to the office on the form below at least five (5) calendar days prior to date leaving.
2. A statement of the itinerary and duration of proposed educational tour or trip.
3. Pupil to be readmitted to school by the Principal's Office only.
4. Make-up work:
 - a. All assignments and/or responsibilities which were to be completed during the trip shall be submitted to the teacher or evaluation within three days after the student returns to school, or prior to the end of the grade period, whichever occurs first.
 - b. A student failing to complete the assignments and/or responsibilities due shall earn a failing grade for these assignments and/or responsibilities.
5. The student will contact each of his/her teachers before departing to secure any school work. (See back of this application.)

Required Information

Student Name _____

Address _____

Telephone _____ School _____ Grade _____

Proposed Temporary Address of Travel Destination _____

Dates student will be absent from school _____

Itinerary and purpose for tour or trip _____

I hereby signify that the above student will be with me during this period of absence from school and will encourage the student to complete all assigned work before returning to school.

Parent/Guardian Signature: _____

Date Received by Office: _____

A student making application to be away from school must give notice to the homeroom teacher and all other teachers listed on his/her schedule at least five days before departure.

If there is an emergency situation that less than five days' notice is available, the school should be notified by the parents to indicate the reason for the emergency (SES 814-745-2152; RES 814-473-3989; UHS 814-473-3121).

The responsibility for all make-up work is the student's following established guidelines, as set forth by Board Policy.

Period	Subject	Teacher's Initials	Comments
HR			
1			
2			
3			
4			
5			
6			
7			
8			
9			

_____ Trip Approved. Days of absence are excused/legal absences.

_____ Trip Request Denied.

Reason: _____

Principal's Signature _____

Date _____