



SAINT ALOYSIUS PARISH SCHOOL

Faith ★ Tradition ★ Innovation ★ Excellence

Request for Absence for Students Taking Non-School Tour or Trip

The Pennsylvania State law states that, upon written request from the parent/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the principal as educational.

In order to clarify such excused absences, the following procedure for non-school educational trips/tours is established.

1. When a trip involves three (3) or more school days, the parents must come to the office for this form a minimum of seven (7) school days prior to the trip (except in an emergency).
2. Parents/guardians will be notified if it is felt that the trip will not be in the best interest of the student.
3. Unless there are unusual or emergency circumstances, such requests **will NOT be approved** for the first ten (10) days of the year or during exams or during standardized testing days.
4. If more than one child in a family will be taking the tour/trip, a separate request for each child will be made to the principal.
5. No more than five (5) school days per student will be approved for educational trip/tour request in any school year.
6. Make-up work is the responsibility of the parent and student. No teacher should be expected to provide special instruction to the student. This work will be given when the student returns to school. Work is to be completed within three (3) days of return of the student to school. Any work not completed by this time will be recorded as a failure.
7. St. Aloysius School and faculty will not be responsible for academic failure due to vacation absence.

Name of Student

Homeroom

Name of Parent/Guardian

Reason for Request

Dates of Non-School Trip/Tour

Signature of Parent / Guardian

Date

Signature of Principal

Date