

**PRE-PLANNED EDUCATIONAL TRIP OR TOUR  
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL**

Please see reverse for guidelines for approval.

Student's full name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PLEASE COMPLETE ONE FORM PER STUDENT.**

Date(s) of proposed absence: \_\_\_\_\_ through \_\_\_\_\_

Person(s) directing and/or supervising student during above absence:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

List names and grades of other school-aged children participating in this experience:

I certify all of the above information to be true:

\_\_\_\_\_  
Signature of Parent and/or Guardian

\_\_\_\_\_  
Date

**FOR SCHOOL USE ONLY:**

Prior requests \_\_\_\_\_ Dates \_\_\_\_\_

Determination:

Approved      It is the student's responsibility to notify each teacher in advance and all issued assignments must be completed in the designated timeframe.

Conditional Approval \_\_\_\_\_

Not Approved \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official

DOVER AREA SCHOOL DISTRICT  
BOARD POLICY 204  
EDUCATIONAL TOURS AND TRIPS

The school district recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school day. It is recommended that every effort be made to arrange trips during times when school is not in session.

Upon receipt of a written notice from the parents/guardians of the students involved, students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. Student participants are subject to direction and supervision by school-approved adults.

Pre-approval forms shall be available in each school office. The parent/guardian shall be responsible for completing and returning a full and complete pre-approval form prior to the educational tour or trip.

The determination for each request will be made using the following criteria: prior attendance records, previous requests and frequency of such requests, the weighted educational value of the requested experience, and academic performance.

Applications for educational tours or trips to occur during the first or last ten (10) days of school are strongly discouraged due to the negative academic impacts on the student. Applications for educational tours or trips to occur during any pre-established testing or examination periods, including mid-terms, final exams, PSSAs, and/or Keystone Exams will not be approved. Absences during such periods will be considered unexcused.

The student will be required to secure and complete all classroom assignments which occur during the period of the educational tour or trip.