

*Southern Lehigh School District*  
EDUCATIONAL TRIP REQUEST

Dear Parents:

Please use this form if you wish to request pre-approval for an educational trip. Absences due to Educational Trips will be excused if approved by the Building Principal **in advance**. Please submit this completed form to the principal **before the date** of your planned educational trip. Please submit a different form to each school that your children attend.

Name(s) of participating children who attend  
**this school**

Teacher

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School: \_\_\_\_\_

1. The responsible adult(s) in whose company the child will be:

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2. Date(s) of absence: \_\_\_\_\_

3. Destination and educational aspects of trip:  
\_\_\_\_\_  
\_\_\_\_\_

Parent's Signature \_\_\_\_\_

Telephone # \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL BEFORE THE ABSENCE.**

**We will contact you if there is a problem with this request.**

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Office Use Only:

APPROVED \_\_\_\_\_  
(date)

INITIALS \_\_\_\_\_  
(Principal/Assistant Principal)

DISAPPROVED \_\_\_\_\_  
(date)

INITIALS \_\_\_\_\_  
(Principal/Assistant Principal)

## **ACADEMIC CONCERNS**

Absences from school may have an adverse affect on the academic achievement and grades of a high school student. If your child is experiencing difficulty with courses or receiving poor grades, it is our recommendation that the requested trip be planned on non-school days.

It is the responsibility of the student to notify individual teachers of an anticipated absence and to make-up all work and tests missed. The student should see teachers upon returning to insure that all assignments have been completed.

## **EXCESSIVE ABSENTEEISM**

Excessive absenteeism generally results in decreased achievement. In order to prevent this, Southern Lehigh High School will communicate with you and your parents on a timely basis through telephone calls by a nurse, counselor or administrator, through letters and through student and parent conferences.

The principal reserves the right to require verification of illness by doctor's excuse at any time.

Absences in excess of 20 days must be covered by a doctor's excuse or they will be coded unexcused. If an illness is chronic or so severe that an extended absence or frequent absences are expected, a doctor's excuse should be presented as soon as possible. This excuse should explain the nature of the illness.

Time away from school for educational trips counts toward the 20-day limit. In exceptional situations, an administrator may waive this limit after a thorough review of all the circumstances.

Any unexcused absence will result in loss of credit for any work missed on the day of absence.