

Propel Schools

3447 East Carson Street, Pittsburgh, PA 15203

Educational Trip/Tour Request Form (One Copy Per Student)

Please note that attendance is an important factor in educational success. Propel Schools Attendance Policy constitutes Educational Trips/Tours as a reasonable absence for school provided that the following conditions are met:

1. The parent/guardian submits a written request for excusal at least one week in advance on the approved District form.
2. Educational trips/tours will not be approved during the administration of standardized tests or semester exams.
3. Total pre-approved educational trip absences during the school year will not exceed five (5) school days unless approved by the Superintendent or designee.
4. All pre-approved absences will be recorded as an excused absence.

Requests will NOT be approved for students considered truant (3 unlawful absences), habitually truant (6 unlawful absences), or have exceeded 10 parentally excused absences which include educational trips.

Date of Request: _____

Student's Full Name: _____

School/Grade/Homeroom: _____

Dates of Proposed Absence: _____

Describe the Trip. Include the destination and experience(s) which could be educational in nature and provide the student a valuable experience outside of the classroom. (Use back of form for extra comments)

Students are required to complete all assignments and tests deemed necessary by the teacher(s) with a time period that is equivalent to the number of days of excused absence. (If a student misses three (3) days of school, they will have three (3) days to make up all missed assignments):

Parent's Name: _____ Address: _____

Phone Number: _____ E-Mail: _____

Signature of Parent/Guardian

Date

District Use

Date received in school office: _____ Number of ETF days for this request: _____

Total E's to date: _____ **Total ETF's to date:** _____ **Total Unlawful Absences to date:** _____

Decision: Approved Not Approved Principal's Signature: _____

Reason for disapproval: Excessive Absenteeism Poor Academic Performance
 Standardized Testing Other: _____

Superintendent/Designee Approval (If Educational Trip/Tour exceeds five (5) days):

_____ Approved _____ Not Approved Superintendent/Designee Signature: _____

