

**PARENT REQUEST FORM  
EXTENDED ABSENCE/EDUCATIONAL TRAVEL**

All extended absence for travel must be approved prior to the absence. The educational value of the trip must be explained on the application for extended absence available in the school office. The Mountain View School District does recognize the uniqueness of our school community and realizes that many times trips by parents are forced to be at times other than school holidays and are of an educational nature. Students will be limited to a maximum of five (5) school days per school year for education trips. The number of student absences per school year, prior to the request will be examined. Students with more than three (3) unexcused absences or ten (10) total absences prior to the request will not be approved. If absences to date and the current field trip request combine to fifteen (15) days or more of absence, the building principal will not approve the educational field trip. Schoolwork for the time of absence must be acquired prior to the time of absence and be completed within 5 days of return. The student will be expected to keep a journal of their learning experience to turn in on return.\*

**Note:** The Pennsylvania School Code lists the following as reasons for excused absence from school: a) illness, b) quarantine, c) death in immediate family, d) impassable roads.

Travel exceptions are subject to the following:

1. Prior approval by the school administration.
2. Prior notice to all teachers.
3. School work assigned prior to the field trip must be made up on the day the student returns. This is the student's responsibility.
4. Absence will only be approved for travel with parents and in certain instances with another adult family. **Parents and/or students can request an educational field trip for up to five (5) days in length. Additional days may be marked illegal and subject to school attendance policy.**

This form is to be taken home, completed, and then returned to the student's teacher for signing and forwarded to the Principal for tentative approval than final approval upon return and submission of written report.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Dates of proposed absence: From \_\_\_\_\_ To \_\_\_\_\_

Number of school days absent \_\_\_\_\_

Reason: (be specific)

**\*Submit a report of educational experience during the days of this permission and return to the principal. Final approval for excusing the absence depends on return of the written report.**

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

Teacher's Signature \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Tentatively Approved \_\_\_\_\_

**Disapproved** \_\_\_\_\_

Final Approval \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:

**Cumulative absences for the 2022-2023 school year** U \_\_\_\_\_ E \_\_\_\_\_

**Previous field trips 2022-2023** Yes \_\_\_\_\_ No \_\_\_\_\_ Days \_\_\_\_\_