

BOYERTOWN AREA SCHOOL DISTRICT

BOYERTOWN AREA SENIOR HIGH

APPLICATION TO BE ABSENT FROM SCHOOL FOR AN EDUCATIONAL TRIP OR TOUR

District students may be legally excused from school attendance to accompany parents on a tour or trip during the school term at the expense of the family when such a trip/tour is evaluated by the building principal as being of an educational value sufficient to merit an excused absence. **A total of 10 days of such absence for education trips or tours of this nature is permitted per school year.** Failure to submit an Educational Trip Application prior to departure will result in trip days being counted as either unlawful or unexcused absences.

Please complete the following information and submit to the Attendance Office at least two (2) days in advance of any planned educational trip. A separate form should be completed for each BASH student.

To be completed by Parent:

Student's Name _____ Birth Date _____
 Grade/Section _____ Phone No. _____ (home) _____ (work)
 Requested Dates of Absence _____
 Nature and Reason for Absence _____
 Educational Benefits to be Derived _____

I certify the above information to be correct and understand the Boyertown Area School District Excused Absence Agreement.

 Date

 Signature of Parent/Guardian

To be completed by Student:

BOYERTOWN EXCUSED ABSENCE AGREEMENT

I have seen all of my major teachers and have received the work required in each of my courses. I understand that all of this work must be handed in to my teachers at the date specified following my return to school. Work not handed in will have a negative effect on grades.

Dates of Absence _____ Student Signature _____

Makeup work including tests must be completed by _____
 Makeup date should be no later than three (3) school days after returning to school

Teachers:

Subject	Comment	Initials*	Subject	Comment	Initials*
Language Arts	_____	_____	_____	_____	_____
Math	_____	_____	_____	_____	_____
Social Studies	_____	_____	_____	_____	_____
Science	_____	_____	_____	_____	_____

*Teachers initial indicate that they are aware of the requests and have provided assignments. Teachers should speak personally with the principal if they have concerns regarding this request.

FOR OFFICE USE ONLY

Student # _____ Number of Student Absences to Date _____
 Date Application Received _____
 Approved _____ Comments _____
 Disapproved _____

 Date _____ Signature of Principal _____

_____ Excused
 _____ Unexcused
 _____ Tardiness
 _____ Ed. Trip