



WALLENPAUPACK AREA SCHOOL DISTRICT

APPLICATION FOR EDUCATIONAL TRAVEL

DIRECTIONS:

Step 1: The second page of this form is to be completed by a parent/guardians.

Step 2: Return completed form to the Main Office and keep the top page for your records.

NOTE: The PA School Code lists the following as reasons for excused absence from school:

- a) illness, b) quarantine, c) death in immediate family, d) impassable roads.

If an absence does not fall into one of the above it is probably unexcused. However, the Wallenpaupack Area School District does recognize the uniqueness of our school community and realizes that many times parents feel the need to take vacations at times other than school holidays and are of an educational nature. With this in mind, exceptions may be made in many situations and absence may be excused. These exceptions are subject to the following:

1. This form must be submitted for the requested absences to be considered vacation days.
2. Prior notice to all teachers.
3. All school work covered during the absence must be completed upon the student's return to school. This is the student's responsibility.
4. Absence will only be approved for travel with parents and in certain instances with another adult family member.
5. Vacation days will be counted as excused provided that the student has not exceeded 15 days of absences (per the attendance policy below). If excused, all work will be allowed to be made up.
6. Student has not been excessively absent as defined by the Student Handbook or this trip will make the student excessively absent and the student has not had 6 or more unexcused/unlawful absences

Step 3: Receive homework request form after approval. The student will be called to the office when the homework request form is prepared. The student is responsible to obtain all work prior to leaving for excused days.

Wallenpaupack Area School District Attendance Policy:

As per state regulations, all absences (including vacations, doctor's notes, etc.) are cumulative in nature and, therefore, count toward our excessive absence thresholds. After eight absences, a letter will be mailed home. After twelve absences, an administrator or designee will call the parents/guardians and a letter will be mailed home. After fifteen absences, an administrator or designee will call the parents/guardians, a School Attendance Improvement Plan (SAIP) meeting will be held, and a letter will be mailed home. The letter will serve as official notice of their child's fifteenth absence. **Doctor's notes will be required for each further absence.** Further information of our attendance policy may be found in your child's student handbook or online at Wallenpaupack.org



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WALLENPAUPACK AREA SCHOOL DISTRICT

Student's Name: _____

Dates of Proposed Absence: From: _____

Number of School Days: _____

Parent/Guardian Contact Number: _____

Reason for Request (Be Specific):

Where will you be visiting? _____

Will you be leaving the country? _____ Yes _____ No

If Yes, what country will you be visiting? _____

Parent/Guardian's Signature: _____

I understand the attendance policy and how vacation days impact my child's attendance.

Parent/Guardian's Signature: _____

Other students accompanying your child:

Student Name	Building	Grade Level

NOTE: All other attendees must also submit a signed, completed form to the appropriate building's Main Office.