



# WALLENPAUPACK AREA SCHOOL DISTRICT

2552 Route 6  
Hawley, PA 18428-9045  
(570) 226-4557 ext. 3000  
Fax: (570) 226-0638

## APPLICATION FOR EDUCATIONAL TRAVEL

### DIRECTIONS:

**Step 1** - This form is to be completed by a parent or guardian.

**Step 2** - Return completed form to the Main Office.

**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 realize that many times vacations by parents are forced to be 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. A 90% attendance rate prior to the date of the trip has been maintained.
2. Prior approval by the school administration.
3. Prior notice to all teachers.
4. All school work covered during the absence must be completed upon the student's return to school. This is the student's responsibility.
5. Absence will only be approved for travel with parents and in certain instances with another adult family member.
6. Vacation days will be counted as excused. If approved, all work will be allowed to be made up.
7. 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 7 or more unexcused/unlawful absences
8. The number of vacation days requested does not exceed 5 per semester at the Middle/High School level or 10 at the Elementary/Primary level.

**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.

STUDENT'S NAME: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

DATES OF PROPOSED ABSENCE: FROM \_\_\_\_\_ TO \_\_\_\_\_

NUMBER OF SCHOOL DAYS: \_\_\_\_\_

CURRENT ATTENDANCE \_\_\_\_\_%

PARENT/GUARDIAN CONTACT NUMBER: \_\_\_\_\_

REASON FOR REQUEST (BE SPECIFIC – RETURN TO MAIN OFFICE WHEN COMPLETED):

Where will you be visiting?

Will you be leaving the country? ( Y / N ) If so, what country will you be visiting?

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE