

**WALLENPAUPACK AREA**  
**NORTH PRIMARY SCHOOL**

**APPLICATION FOR EDUCATIONAL TRAVEL**

**DIRECTIONS:**

- Step 1 – This form is to be taken home and completed by a parent or guardian.
- Step 2 – Return form to your teacher
- Step 3 – Receive homework from your teacher after approval.

**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 School Area North Primary School 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 teacher.
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 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, (20 days), or this trip will make the student excessively absent.
8. Student has not had 7 unexcused/unlawful absences.

**STEP 1**

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

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

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

NUMBER OF SCHOOL DAYS: \_\_\_\_\_ ATTENDANCE \_\_\_\_\_ %  
(Maximum 5 days per semester)

PHONE \_\_\_\_\_ (WORK) \_\_\_\_\_ (HOME)

REASON FOR REQUEST (BE SPECIFIC – RETURN TO YOUR TEACHER WHEN COMPLETED):

Where will you be visiting?

Will you be leaving the country? (Y/N)

If so, what country will you be visiting? \_\_\_\_\_

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

APPROVED \_\_\_\_\_  
DISAPPROVED \_\_\_\_\_

**STEP 3**

Your request has been approved. Please be sure your child speaks to his/her teacher and understands instructions regarding any work that needs to be completed during the trip or made up upon return.

