



# South Fayette Elementary School

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## EDUCATIONAL TOURS/TRIPS

Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents/guardians. When such a tour or trip is so determined by the District Superintendent or her designee to serve an educational purpose and pupil participants therein are subject to direction and supervision of an adult acceptable to the District Superintendent/designee, and to the pupil concerned, the trip will be subject to the following conditions:

1. Educational tours or trips will be considered for approval if the District Superintendent or designee determines that such a tour or trip will be of educational significance to the student. In order for the District Superintendent or designee to make such a determination, the parent shall provide a written request for the absence to be excused which shall indicate the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session. TOTAL DAYS EXCUSED FOR EDUCATIONAL TRIPS MAY NOT EXCEED (10) DAYS PER SCHOOL YEAR.
2. Unless some emergency arises, such requests shall be made at least two weeks prior to the date of the tour or trip.
3. Educational trip requests will not be approved during dates reserved for standardized testing (i.e. Terra Nova, CTB, PSSA, etc.) Please check the District calendar and website for these dates each year.
4. Family trips or vacations will be considered Parent-Excused absences (with a written parental excuse) unless an educational trip form is submitted in its place.
5. Unless some unusual family circumstances exist, such tours or trips shall not be approved during the final two weeks of the school term.
6. If more than one child in a family will be taking the tour or trip, the one request indicating the names and grade levels of all school age children will be acceptable.
7. All school work missed during the approved tour or trip shall be made up on the "initiative of the student and at the reasonable convenience of the teacher."

**SOUTH FAYETTE TOWNSHIP SCHOOL DISTRICT  
EDUCATIONAL TOUR FORM**

To be considered an excused Educational Trip absence, this form must be completed in its entirety and returned to the attendance office at least two weeks prior to the date of the tour/trip.

NAME OF STUDENT/S \_\_\_\_\_ GRADE \_\_\_\_\_  
\_\_\_\_\_  
GRADE \_\_\_\_\_  
\_\_\_\_\_  
GRADE \_\_\_\_\_

TEACHER NAME (ELEMENTARY ONLY) \_\_\_\_\_  
ADDRESS \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_  
PHONE NUMBER WHERE PARENT MAY BE CONTACTED \_\_\_\_\_  
BEGINNING AND ENDING DATES OF TRIP \_\_\_\_\_  
NUMBER OF SCHOOL DAYS TO BE MISSED \_\_\_\_\_  
DESTINATION OF THE TOUR/TRIP \_\_\_\_\_

REASON WHY THE TRIP/TOUR COULD NOT BE TAKEN ON DAYS WHEN SCHOOL IS NOT IN SESSION  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE EXPLAIN IN DETAIL THE EDUCATIONAL SIGNIFICANCE OF THE TOUR OR TRIP TO YOUR CHILD(REN)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only  
\_\_\_\_\_  
Approval Granted \_\_\_\_\_ Approval Denied \_\_\_\_\_

Comments: \_\_\_\_\_  
Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Building Principal \_\_\_\_\_