



South Fayette School District

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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. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
4. The total days excused for pre-approved educational trips may not exceed ten (10) school days per school year.
5. Students absent from school for ten (10) or more days of the semester will be refused permission. Also, students who, in the opinion of the Principal, as advised by professional staff, are performing less than satisfactorily will not be given permission to leave on a pre-approved educational tour or trip. If the trip is taken without permission, the absence will be treated as an unexcused/unlawful absence.
6. A parent who wishes to take their student(s) on a pre-approved educational tour or trip lasting more than ten (10) consecutive school days must withdraw their student from school and re-enroll them upon their return. Additionally, the school will not be responsible for providing any work missed during that time.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

**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 _____
PARENT EMAIL FOR NOTIFICATION OF APPROVAL: _____
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**

Signature of Principal (s) _____ **Date** _____
_____ **Date** _____

