



## Request for Excused Absence From School For a Pre-planned Educational Tour or Trip

If there is more than one child in a family, from more than one building, only one form needs to be completed and returned to the oldest child's principal **ten days before the trip.**

Name(s) of student(s) \_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_ Building \_\_\_\_\_

Date(s) of proposed absence \_\_\_\_\_ to \_\_\_\_\_

Person(s) directing and/or supervising student(s) during above absence:

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Telephone Number \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

**Itinerary of Trip** - Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We have read the school policy and guidelines, and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines. (School Policy 204 - Attendance)

Parent/Guardian Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**The School District will approve educational trips up to a maximum of five (5) school days per student per school year. No trip will be approved for excused absences after the trip has been taken.**

**For school use only:**

Prior Requests \_\_\_\_\_ Dates \_\_\_\_\_

Approved \_\_\_\_\_

Conditionally Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Director of Instructitonal Services \_\_\_\_\_ Date \_\_\_\_\_

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: November 21, 2005

REVISED:

<p>1. Purpose SC 1301 Title 22 Sec. 11.12 Pol. 200</p> <p>2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41</p> <p>Title 22 Sec. 11.26</p>	<p style="text-align: center;">204. ATTENDANCE</p> <p>The Board requires that school age students enrolled in District schools attend school regularly, in accordance with state laws. The educational program offered by Governor Mifflin School District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p> <p>The District encourages cooperation and communication among parents/guardians, teachers, and administrators in upholding the laws regarding attendance, enforcing District policy, and providing the maximum benefits of education to our students.</p> <p>Attendance shall be required of all students enrolled in District schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none"> <li>1. Personal illness.</li> <li>2. Death in the immediate family.</li> <li>3. Educational family trips.</li> <li>4. College visitation.</li> <li>5. Emergencies.</li> </ol>
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<p>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p>	<p>Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec 11.21</p>	<p>All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, and family emergency.</p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this District:</p>
<p>SC 1330</p>	<ol style="list-style-type: none"> <li>1. On certification by a physician or submission of other satisfactory evidence and on approval of the PA Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.</li> </ol>
<p>Title 22 Sec. 11.5, 11.32</p>	<ol style="list-style-type: none"> <li>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the District schools shall be counted as being in part-time attendance in this District.</li> </ol>
<p>SC 1327</p>	<ol style="list-style-type: none"> <li>3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</li> </ol>

<p>SC 1330</p>	<p>4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>Title 22 Sec. 11.22</p>	<p>The Board may excuse the following students from the requirements of attendance at District schools:</p>
<p>Title 22 Sec. 11.22</p>	<p>1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.</p>
<p>Title 22 Sec. 11.34</p>	<p>2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the PA Secretary of Education.</p>
<p>SC 1332, 1333, 1354</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>3. Guidelines</p>	<p><u>Educational Family Trip</u></p> <p>Permission to be absent for an educational trip will be granted only under the following conditions:</p> <ol style="list-style-type: none"> <li>1. The parent/guardian must complete a "Request for Excused Absence" form, available in each school office, at least ten (10) days prior to the trip.</li> <li>2. Approval for an excused absence will be at the discretion of the building principal and Director of Instructional and Pupil Services and granted to students who do not have attendance issues.</li> <li>3. Consideration will be given to the student's attendance record and academic progress.</li> <li>4. If approved, such absences will not exceed a total of five (5) days for the school year.</li> </ol>

Unexcused Absences

Absences other than for the reasons stated in this policy will be considered to be unexcused. When a student is charged with an unexcused absence, parents/guardians are liable to legal action under the laws of the Commonwealth of Pennsylvania. Examples of unlawful absences include, but are not limited to: cutting classes, skipping school, missing a bus, illegal employment, oversleeping and failing to arrive at school, pursuing outside interests and hobbies, babysitting younger children in the family, family or personal car trouble, accompanying family on a business trip, early start for a weekend trip, and any other excuse that is not acceptable according to the School Code. Failure to provide a doctor's excuse, when required, will also be considered to be unexcused.

When an absence is determined as unexcused, the parents/guardians will be notified by letter after each of the first two (2) offenses. A third offense will result in notification by registered mail. Any further offenses may result in legal action against the parent/guardian.

When a student's absence is unexcused, the student may not have the opportunity to make up school work.

Returning To School Following An Absence

When a student is absent from school, the District requires that a written excuse accompany the student upon his/her return to school. The excuse must indicate the dates of absence, give the reason for the absence, and should bear the date on which it was written. Failure to produce a written excuse will result in an unexcused absence.

When a student is absent for three (3) or more consecutive days, a physician's note will be required when the student returns to school. Physician's notes may be required for all absences if a student is excessively absent from school. Excessive absenteeism shall constitute absences exceeding five (5) days for the first quarter of the school year and ten (10) days after the midpoint of the school year. Physician's excuses and requests for excused absences shall not be counted toward the days specified above. Parents/Guardians will be notified when doctor's excuses are required.

Absence And Making Up Class Work

A student absent from school shall be required to make up assignments and examinations within a reasonable time of the date of the absence. Any assignment or examination not made up shall be recorded as a failure and averaged with the grades earned to determine the quarterly mark.

Any student who knows that s/he will be absent from class(es) should see the teacher(s) in advance about the school work to be missed.

Regulations on make-up work apply whether the absence is for a special rehearsal, illness, representing the school in athletics or music, for an excused family trip, or college visitation.

A student cutting classes or truant from school is not permitted to make up class projects, labs, or examinations missed during his/her absence. Daily work may be made up at the discretion of the teacher.

Chronic truancy or class cutting can be grounds for failure for the marking period or denial of credit for the year.

Participation In School-Related Activities

Students who are absent from school will not be permitted to attend or participate in school-sponsored activities held the day or evening of the absence. This would include field trips, dances, concerts, plays, sporting events, etc. The only exception is absence due to approved trip/activity involvement as a representative of the school (student field trips, conferences, etc.) or planned preapproved college trips that cannot be otherwise scheduled. The District will approve up to three (3) days per year for college trips for juniors and seniors.

Any additional college visits will be counted as unexcused absences. Attendance on Friday is required for school-related activities scheduled on Saturday or Sunday, unless otherwise preapproved by the principal.

Absences Related To Co-op, DOE, Work Experience

Students are required to be in classroom attendance as a prerequisite for credit for work attendance. School absence on the same day as work attendance shall be considered grounds for designation as an unlawful or unexcused absence for the day.

Tardiness

Promptness is an important characteristic of a person's personality and our schools are concerned with any tardiness which detracts from a student's character rating. Repeated tardiness will result in disciplinary action. A student who misses class work because of an unexcused tardiness will be given a zero for the work missed, with no make-up opportunity.

Early Dismissals And Late Arrivals

To be counted as present for the a.m. session, a student must be in attendance prior to ninety (90) minutes elapsing from the start of the morning session. To be counted for the p.m. session, a student must be in school when no less than ninety (90) minutes remain in the p.m. session.

Secondary students must arrive at school prior to 9:20 a.m. to be counted as present for the morning session.

Elementary students must arrive at school prior to 10:30 a.m. to be counted as present for the morning session.

Secondary students must remain at school at least until 1:25 p.m. to be counted as present for the afternoon session.

Elementary students must remain at school at least until 2:00 p.m. to be counted as present for the afternoon session.

Any early dismissal of more than ninety (90) minutes will be considered an absence for a half day.

Procedures for early dismissals and late arrivals:

1. A student entering or leaving the school building for any special reasons during regular school hours is required to have prior permission from the attendance office.
2. A written request from the student's parent/guardian stating the exact time and reason for leaving early or arriving late must be presented to the office.
3. At the elementary level, the parent/guardian is required to come into the school office to sign out their child.

<p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339 204 AR</p> <p>Title 22 Sec. 11.41</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p> <p>SC 510, 1318</p>	<p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> <li>1. Ensure a school session that conforms with requirements of state regulations.</li> <li>2. Govern the keeping of attendance records in accordance with state statutes.</li> <li>3. Distribute annually to staff, students, parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</li> <li>4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.</li> <li>5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.</li> <li>6. Ensure that students legally absent have an opportunity to make up work.</li> <li>7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.</li> </ol> <p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p>
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References:

School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546

State Board of Education Regulations – Title 22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41

Board Policy – 115, 117, 118, 200