



Kids in the Village Early Learning Center

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Eagleville PA 19403
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www.kidsinthevillage.com

MEMO TO: Kindergarten Parents

SUBJECT: Educational Tours and Trips, Not-School Sponsored

Upon receipt of a written request from the parent(s) of the pupil(s) involved, pupils may be excused from school attendance to participate in an educational tour or trip scheduled during the school term. Please complete this side after reading the regulations on the reverse. If approved, I will acknowledge and return this to you. If not approved, the absence will be recorded as unexcused.

Excused absence is requested for _____ for the dates _____ to _____, inclusive, to accompany parents on an educational trip.

Please outline activities, places to be visited, and other experiences you feel will contribute to the acquisition of knowledge or skills.

This request, submitted for the school's approval, is based on acceptance of regulations permitting excused absences for educational trips (regulations appear on the back of this form).

Signature

Date

Return to the Director's Office
File Copy with Attendance Records

Director's Response:

Signature

Date

ADMINISTRATIVE REGULATIONS

1. Absences for non-school trips deemed to be of educational value shall not be excused unless a prior written request by the parents has been submitted to and approved by the Director (after consultation with the teachers involved). Such a request is to be submitted on the form provided by school at least five (5) school days prior to the first day of absence.
2. Only ten (10) days of absence for non-school trips of educational merit during any school year will be classified as excused. Additional days will be classified as unexcused and will be subject to the legal procedure prescribed by attendance regulations.
3. Regular course work missed during a period of excused absence to participate in a trip deemed to be of educational merit must be completed satisfactorily after return to school within twice the number of school days on which the student was absent. Given adequate notice of planned absences, teachers are requested, insofar as such is possible, to provide an outline of assignments for completion during the period of absence. Work submitted by students in conforming with this requirement is to be evaluated without penalty for late submission.
4. Absence from school to participate in non-school educational trips is not recommended for students experiencing difficulty in meeting the requirements of one or more course offerings. The parents assume full responsibility for providing tutoring, beyond the time available during the regular school day, which may be necessitated by school absence.
5. Students who participate in non-school trips of educational merit shall, at the discretion of the teacher, give an oral or written report concerning the highlights of the trip.
6. Non-school trips shall be deemed to be of educational merit only when conducted by the parent or other persons eighteen years of age or older.