

**Quaker Valley School District**  
**REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL REASONS**

Pennsylvania law requires every child of compulsory school age to attend school. Furthermore, the Quaker Valley School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of students from regular classes disrupt the continuity of the instructional process. Quaker Valley School District Board Policy 201.0 in conjunction with the rules and regulations of the Pennsylvania School Code makes parents and legal guardians responsible and accountable to ensure that their children's absences from school are valid.

The Quaker Valley School District Board Policy 201.0 states that *educational trips shall be approved only when there is a clear relationship to the curriculum of the school and when the school principal, in conjunction with the student's teacher(s), certifies the assignments provided and means for the evaluation of the student's work. Schoolwork for an approved educational trip shall be included in grades issued for the time missed at school. Students who do not complete the assigned work shall receive no credit for the time missed.*

Additionally:

1. No student will be approved for more than two educational trips to be taken within one school year.
2. A student may not be absent for more than 5 days within a school year due to educational trips.
3. **No student will be approved for an educational trip during the time of standardized or state assessments. PSSA testing is typically scheduled to take place from mid-March through mid-April. Keystone and AP Exams are scheduled in May. Please check with the school for exact dates of testing prior to submitting this form.**

**Note: All requests for an educational trip will begin with a conference with the building principal. Conferences must be scheduled with the school office and must occur no later than one week in advance of the proposed trip. No trips will be approved unless this conference takes place.**

**REQUEST FOR ABSENCE TO BE EXCUSED ON EDUCATIONAL GROUNDS MUST  
BE SUBMITTED ONE WEEK IN ADVANCE OF THE PROPOSED TRIP**

For an excused absence for educational reasons, the intent of the experience shall be educational from the outset comparable to that which the student will experience at school. Absences resulting from family trips and vacations that were not designed initially to be educational will not be excused. Signing this form documents that this absence is for valid educational purposes.

As the parent/guardian of \_\_\_\_\_, I verify that  
*(student name)*  
the absence from school for the date(s) of \_\_\_\_\_  
*(date(s) of travel)*  
to \_\_\_\_\_, \_\_\_\_\_ is an  
*(name of event/destination)* *(city, state)*

educational opportunity that is comparable value to my child's regular attendance in school.

<i>Grade</i>	<i>Teacher/homeroom</i>	<i>Daytime phone number</i>
<i>Signature of parent/guardian</i>	<i>Date</i>	

**Principal Conference Date:** \_\_\_\_\_ **Provisional Approval:** \_\_\_\_\_

(OVER)

Are there other children in your family from Quaker Valley Schools who will be requesting excused absence for this educational trip? If yes, please provide the information below.

Name(s):

School/Grade Level:

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*Please briefly describe the educational opportunity and the relationship to the student's core subjects.*

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The grade level/subject area syllabi are available to parents on the Quaker Valley School District website, [www.qvgsd.org](http://www.qvgsd.org). The Sewickley Area Public Library assists parents to assemble educational resources. Please contact either the Children's Librarian K-5 or Youth Librarian grades 6-12 at 412-741-6920 for additional information.

**FINAL APPROVAL**

Approved

Not Approved

\_\_\_\_\_  
Principal (or designee) signature

\_\_\_\_\_  
Date

**Quaker Valley School District**  
**Request for Excused Absence for Educational Reasons – STUDENT FORM**

*As a QV student, you are responsible for presenting this form to **EACH** of your teachers prior to an excused absence. Dependent upon the instructional plans of your teachers, you may be provided with your assignments **PRIOR** to your absence or **AFTER** your absence. You are responsible for all assignments that you miss due to an excused absence.*

Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

<b>Assignment(s)</b>	<b>Teacher Signature</b>
Language Arts	
Math	
Science	
Social Studies	
World Language	
Class _____ (elective)	
Class _____ (elective)	
Class _____ (elective)	

**\*ALL OF YOUR TEACHERS MUST SIGN THIS FORM**