



**APPLICATION FOR EXCUSED ABSENCE FOR EDUCATION EXPERIENCE**

The York Academy Regional Charter School recognizes that students have the opportunity to participate in pre-planned vacation trips and educational experiences during the regular school year. When an educational experience is planned which will require a student to be absent from school, an Application for Excused Absence for Educational Experience Form must be completed and returned to the school **one week prior to the absence**. Neglecting to gain prior approval for the educational experience will result in the recording of unexcused daily absences for those dates absent. **Prior approved educational absences may occur on separate occasions and may not exceed a total of five school days.**

Excused absences for pre-planned educational experiences will not be granted during the first five days and the last five days of school. Application for educational tours or trips to occur during any pre-established testing, student led conference or examination periods, including mid-term or final exam periods or PSSA testing will not be approved. Absences during such periods will be considered unexcused. Attendance during these times is of utmost importance for the education of students.

To be excused for an educational experience, a student must be accompanied by a parent or acceptable adult and have both satisfactory scholastic standing with a cumulative average of 70% or better with no failing grade in any subject **and** a satisfactory attendance record of less than 5% absence for the school year to the date of the application.

**SECTION A – (Parents complete Section A only)**

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent’s Address: \_\_\_\_\_  
(Street) (City) (Zip)

Name of Adult Supervising Student: \_\_\_\_\_

Description of educational value of the experience (including destination): \_\_\_\_\_  
\_\_\_\_\_

**Siblings Requesting Same Absence:**

Names	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NOTE:** Please have your child acquire assignments from his/her teachers to plan ahead for the work that will be missed during the time of the trip. (Be advised absences which were evaluated as unexcused but occur during the dates requested will constitute unlawful absences unless absences are verified by a physician. When three days of unlawful absences are accumulated, written notice will be sent to parents.)

I have read the excused absence explanation and certify the information completed to be correct.

\_\_\_\_\_  
Date Completed Parent’s Signature

**SECTION B (Completed by School Office)**

\_\_\_\_\_ Excused \_\_\_\_\_ Unexcused \_\_\_\_\_ Office Received

Reason (Unexcused): \_\_\_\_\_

Building Principal Signature: \_\_\_\_\_