

HALIFAX AREA SCHOOL DISTRICT

APPLICATION FOR PERMISSION FOR STUDENT EXCUSAL DUE TO AN EDUCATIONAL/VACATION TRIP OR TOUR

Student's Name: _____ Birth Date: _____

Grade: _____ School: _____

Parent's Name: _____ Telephone: _____

Address: _____

Number of days to be absent: _____ Dates of Absence: _____

Destination: _____

A similar request has been made to other schools siblings or other HASD students. Siblings attend the following Halifax Area School District schools: _____

Reason for Request and Educational Benefits: _____

Date of Application

Signature of Parent/Guardian

COMPLETE AND SUBMIT TO THE PRINCIPAL TEN (10) SCHOOL DAYS PRIOR TO THE TRIP. BUILDING PRINCIPAL WILL RETURN INDICATING APPROVAL OR DISAPPROVAL.

For Office Use Only

Date application received: _____ Number of absences: _____

Number of educational/vacation trip/tour days to date: _____

_____ Approved Make-up Work Due: _____

_____ Disapproved Reason: _____

Date

Principal Signature

HALIFAX AREA SCHOOL DISTRICT

GUIDELINES FOR EDUCATIONAL/VACATION TRIPS OR TOURS APPLICATIONS

Vacation Policy: Parents are strongly encouraged to schedule family vacations with the School District Calendar in mind to ensure that students attend school a maximum number of days.

GUIDELINES

1. Students will be excused for educational trips for a total of five days per school year. Excessive days may be categorized as unexcused.
2. Any days beyond the maximum of five (5) days permitted, unless excused by the principal, may be considered unexcused and unlawful for students under age 17 and appropriate legal action may be taken. Students 17 years and older may have absences marked as unexcused.
3. The following will be taken into consideration by the principal in granting permission for the trip:
 - a) The student's academic standing
 - b) The student's attendance record
 - c) The effect the days of absence will have on the student's educational welfare
 - d) Exceptionality of the request
 - e) The Student Code of Conduct
4. The Application for Permission for Student Excusal Due to an Educational/Vacation Trip or Tour must be submitted to the principal **ten (10) school days prior to the trip**.
5. It will be the student's responsibility to contact teachers and make up assignments missed during the time of the trip.
6. Permission will not be granted for trips/tours during the District's standardized testing period, the State's testing periods, and the secondary school examination periods at the end of the first and second semesters.