

## BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

### Request for Educational Travel

Chapter 11, Section 11.26 of the Pennsylvania State Board of Education Regulations states the following:

"Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational trip provided during the school term at the expense of the parents when such trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned."

Although we encourage regular attendance, nevertheless, we understand the educational benefits which may be realized when a student travels throughout Pennsylvania, the United States, or the world. We assume that the travel is with the family and of such a nature that it cannot be accomplished at any other time. It should also be noted that students who are failing required courses or who are in danger of not fulfilling credit requirements will be denied approval until a parent conference can be held to discuss and evaluate the best educational interests of the student.

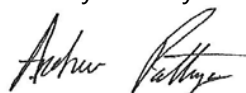
If you will follow the procedure outlined below, and your request for educational travel is approved, your child will be legally excused from school.

1. Complete the form entitled Request for Education Travel and return it to the principal of the school your child attends. This form will be forwarded to the Superintendent by the office personnel. The superintendent will review the request and mail his response to you.
2. All students are required to make up work missed within five days following their return to school. Please consult with the principal should you need an extension of the five day window.
3. The Request for Educational Travel is designed to provide a vehicle for situations where no other opportunities are available. It provides relief where families have assigned vacation times and exceptional opportunities arise. Trips should be limited to once a school year and to a **maximum of ten school days** in any one school year. The Educational Trip request is not for activities that can be planned on weekends or during school vacations.

**Requests for Educational Travel will NOT be approved for absences during PSSA & Keystone Exam testing.** If your child is not in school during testing because of this request, he/she will receive an unexcused absence.

Your compliance with the procedure outlined above will enable us to record the days missed as legal and excused absences.

Thank you for your cooperation,



Andrew M. Potteiger  
Superintendent of Schools

# BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT REQUEST FOR EDUCATIONAL TRAVEL

**Request to be submitted ten (10) school days prior to the planned absence.**

Please **list all** students; only **one form** necessary per family.

Student Name(s)	Building	BCTC	Grade/Teacher
_____	_____		_____
_____	_____		_____
_____	_____		_____
_____	_____		_____

Destination (indicate city and state) \_\_\_\_\_

Dates of planned absence \_\_\_\_\_

Reason for planned absence \_\_\_\_\_

Relationship of planned absence to school program (describe learning opportunities) \_\_\_\_\_

Name of parent or guardian who will accompany student \_\_\_\_\_

**Resident** Parent/Guardian signature (indicates approval) \_\_\_\_\_

Today's Date \_\_\_\_\_ Phone # \_\_\_\_\_

Approved requests will be returned to the parent/guardian.

Please check ✓ preference below:

**Email:** \_\_\_\_\_  
(PRINT EMAIL ADDRESS HERE)

**Mail via USPS to this address:**

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

## ADMINISTRATIVE APPROVALS

\_\_\_\_\_  
PRINCIPAL SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
DATE