



THIS FORM MUST BE RETURNED AT
LEAST **5 DAYS** PRIOR TO YOUR ABSENCE
FOR APPROVAL BY ADMINISTRATION.
PLEASE READ BELOW.

PHOENIXVILLE AREA SCHOOL DISTRICT NON-SCHOOL SPONSORED AND FAMILY TRAVEL FORM

Student Name: _____	Grade: _____
School Building: _____	
Parent/Guardian Name: _____	
Address: _____	
Home Phone: _____	Cell Phone: _____
Dates of Planned Absence: _____	
Type of Travel/Destination: _____	
<i>*I have read, understand and agree to adhere to Policy 204 Attendance* & ***</i>	
_____ Parent/Guardian Signature	_____ Date

Parents/Guardians – Please complete this section and complete a separate form for each student.

THIS SECTION IS TO BE COMPLETED BY THE SCHOOL

Number of days absent so far this school year: _____

School Official's signature and date: _____

***School Board Policy 204.1 Attendance-Family Trips/Vacations.** The Board requires that school-aged students attend schools of this district regularly in accordance with the laws of the state. Regular attendance is directly related to student achievement and the effectiveness of the district's instructional programs. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal may excuse a student from school for non-district-sponsored educational tours and trips when the district's conditions for such an absence are met.

*****1. Absences due to a family trip/vacation (consecutive or cumulative) in excess of five (5) days are unexcused absences.**

2. Absences due to a family trip/vacation, without prior written notification are unexcused absences.

3. All school work must be completed within one (1) to five (5) days upon returning to school, and in compliance with all specially designed instruction or accommodations. The number of days to complete school work will reflect the number of vacation days taken, unless more time is needed per teacher discretion.

4. Available assignments will be provided for absences due to family trip/vacation.

5. Assessments will not be administered prior to absences due to a family trip/vacation.

6. Family vacation requests during the school year are included on the denial of credit report. * Applies to HS**