



Abington Heights Middle School

Individual Field Trip Request Form

Family or individualized education trips (IFT's) are **limited to five days cumulatively** during the school year with approval by the building Principal. Absences beyond five days will be considered unexcused and make-up work, quizzes, tests, projects, homework, etc., for those days may not be accepted. Family or individualized education trip requests during the PSSA's **will not be approved**.

The Pennsylvania School Code lists the following reasons for excused absence from school: **a) illness, b) quarantine, c) death in the immediate family, d) impassable roads, and e) pre-approved observance of religious holidays.** Exceptions to the rule may be evaluated individually by a school administration or his designee. Students who have six (6) or more unexcused absences or a total of twenty (20) days of excused or unexcused absence, excluding funeral days, will not be approved for excused individual or family educational field trip days. **After fifteen (15) days of excused or unexcused absence including funeral days, field trip days will be prorated.** (Example: A student who has accrued 17 days of absence may request only three (3) individual or family educational field trips of vacation days.)

1.*This section is completed by the parent. Return to Homeroom after completing this section.*

Student Name _____ Dates of absence _____ to _____

Will parents accompany the student? **Y N**

Number of Individualized Field trip days requested _____ ***Can not exceed (5) total days per school year.**

Specific reason for absence:

Signature of Parent _____ Date _____

2.*This section is completed by the office.*

Does the combined total of excused and unexcused days equal 20 or more days? **Y N** (can't be 20 or more) _____

List number of other Individual Field Trip days already taken (can't be more than 5 days) _____

Is this during an exam time? **Y N** (can't be taken during exam time)

Does the student have 6 or more unexcused absences? **Y N** (can't have 6 or more unexcused absences) _____

List the number of days this student is eligible to take as individualized field trip days. _____

Signature of Principal _____ Date _____

Rejected: Return a copy to student in homeroom _____ Approved

3.(Administration must approve prior to student soliciting teacher's signatures)

All team teachers must initial below, AFTER APPROVAL, to verify their awareness of the absence. Return to Homeroom once signatures are completed.

