



Abington Heights School District

200 East Grove Street, Clarks Summit, PA 18411

Phone: 570-585-8252

Individualized Field Trip Request

Family or individualized educational trips, including college visits, are limited to five (5) days cumulatively during the school year, with approval from a building administrator. Absences beyond five (5) days will be considered unlawful and any make-up work, assessments, projects, or homework will not be accepted. Trips during midterms, finals, PSSAs, or Keystone assessments will not be approved.

The Pennsylvania School Code lists the following reasons for excused absence from school: 1) illness, 2) quarantine, 3) death in the immediate family, or 4) impassable roads. Exceptions to the rule may be evaluated individually by a school administrator. Additionally, no more than five (5) days will be approved by building administrators per year. Should the student be considered truant or habitually truant or have more than 10 absences, the request will not be approved.

This form will be approved for college visits, job interviews, or family educational field trips.

Parent / Guardian must complete this section and submit at least ten (10) days prior to the requested absence.

Student's Name: _____ Date(s) of Absence: _____

Parent Signature: _____

Will parents/guardians accompany the student *circle response*: Yes / No

Number of Individualized Field Trip Days Requested: _____

Reason for the absence: _____


~~~~~

### School Section

Total unlawful absences: \_\_\_\_\_ Total lawful absences: \_\_\_\_\_

Number of IFT Days this SY: \_\_\_\_\_ Is this during exams / assessments: Yes / No

Signature of School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Rejected

***All teachers for each class must initial below, after approval, to verify their awareness of the impending absence.***

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