



Forest City Regional High School

100 Susquehanna Street, Forest City, PA 18421-1399

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www.fcrsd.org

Ms. Weiss, Interim Principal

EDUCATIONAL FIELD TRIP REQUEST FORM

Principals shall determine if an absence caused by family activity is excused by applying the following guidelines: 1) If prior permission is not sought by the parent, the absence is unexcused unless emergency causes are given and verified. Death, serious illness, or injury to a member of the immediate family or grandparent, or similar circumstances, is considered to be emergencies. 2) If the family activity contributes to the child's knowledge or skill, the absence is excused. Trips to the same area on an annual or more frequent basis, visits to relatives and shipping trips are generally not activities that meet this criteria. 3) If a student is absent to attend ceremonies granting a particular honor (college degree, military commission, etc.) to a member of the immediate family, the absence is excused.

Should the parents select to extend vacation time beyond the approved ten (10) days, it shall be understood that a first notice will be sent notifying the parent that the absences are unexcused (illegal) absences and that further unexcused absences may result in a hearing before the district magistrate.

Student Name _____ Date of Absence _____ to _____

Specific Reason for Absence _____

Will guardian(s) accompany student? Yes _____ No _____

Signature of Parent/Guardian

Number of School Day of Absence Requested _____

Date

To Faculty:

For unexcused absences, students are allowed to make up ten (10) days of work at the convenience of the teacher. If the absence is unexcused, the student will not be allowed to make up work and will receive no credit for quizzes, tests, projects, homework, etc. which occurred during such absence.

All teachers of this student please sign below. The student must return this form to the school principal.

The request for absence above is considered (excused)(unexcused) under our school principal.

Date _____ Signature of Principal _____

The Forest City Regional School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, age, and/or handicap in its activities, programs or employment practices as required by the Title VII, Title XI, Section 504, and the Age Discrimination Act. If you feel your rights were violated, please contact the Business Manager at 570 785-2406.