

**CORNWALL-LEBANON SCHOOL DISTRICT**

105 E. Evergreen Road

Lebanon, PA 17042

**EXCUSAL FROM ATTENDANCE**  
**(TRIP OF EDUCATIONAL VALUE)**

Date \_\_\_\_\_

It is desired that the following pupil(s) be excused from school attendance so that they may participate in a trip of educational value:

Name	Grade/Teacher	Building
_____	_____	_____
_____	_____	_____

*{Please submit a separate form to each building.}*

Dates for which excusal is requested: \_\_\_\_\_

Describe the trip to be taken and its educational value: \_\_\_\_\_

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

If other than parent or guardian, what adult(s) will accompany the pupil(s) on this trip?

\_\_\_\_\_

It is understood that the student(s) will, on their own time, be responsible for making up the work missed to the satisfaction of the teacher.

\_\_\_\_\_  
**Parent or Guardian**

\_\_\_\_\_  
**Address**

Approved       Disapproved

Date \_\_\_\_\_

Principal \_\_\_\_\_

*(Guidelines on reverse)*

**PERMISSION REQUEST FOR EDUCATIONAL TRAVEL**  
(GUIDELINES)

**State Regulations – School Attendance**

Commonwealth of Pennsylvania regulations permit educational tours or trips sponsored by persons or groups other than school agencies. Provisions of the regulations provide that a student may be excused from school attendance for an educational tour or trip upon receipt of written request from the parents of the students involved.

**Local District Guidelines**

1. Written requests must be submitted five (5) school days before departure date.
2. Written requests must be approved by the building principal.
3. Approval will be based on attendance records, previous requests, frequency of such requests and the trip's educational value.
4. School work may be provided prior to departure, depending on availability of resources and sufficient time for the teacher to prepare assignments.
5. Make-up work must be completed within a reasonable period of time. The length of time given to complete make-up work will be determined by each teacher and will be based on the duration of absence.