

**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:

<b>Name</b>	<b>Grade/Teacher</b>	<b>Building</b>
_____	_____	_____
_____	_____	_____

*{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.

\*It is understood that Parent or Guardian has reviewed the orders from the Pennsylvania Secretary of Health that outlines considerations for travelers as a result of COVID-19. The approval of each trip assumes that each parent or guardian accepts the responsibility to travel consistent with the order dated, **November 17, 2020, amended November 25, 2020, updated December 4, 2020.**

\_\_\_\_\_  
**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.

**State Regulations – COVID-19**

By Order issued November 17, 2020, and amended November 25, 2020, and updated December 4, 2020 the Wolf administration is requiring that travelers over age 11 entering Pennsylvania from locations outside the Commonwealth, including Pennsylvanians who are returning home from locations outside the Commonwealth, produce evidence of a **negative COVID-19 test** or place themselves in **quarantine for 10 days** without testing or a 7-day quarantine with a negative test on or after day 5 of quarantine.

[Link - COVID-19 Information for Travelers](#)