

TUNKHANNOCK AREA PRIMARY CENTER

99 Digger Drive, Tunkhannock, PA 18657
Phone: (570)836-3111 Ext. 4000 Fax: (570)836-5622

Elementary Family or Educational Trip Form (Grades K-2 Only) (Please submit this form to the Primary Center Office within 5 days of a requested Family or Educational Trip)

STUDENT(S) NAME(S): _____ GRADE(S): _____

DATES OF ABSENCE REQUESTED: _____

REASON FOR TRIP: _____

PARENT SIGNATURE: _____

APPROVED BY PRINCIPAL OR DEAN OF STUDENTS: _____

DENIED BY PRINCIPAL OR DEAN OF STUDENTS: _____

COMMENTS AND OR REASON FOR DENIAL: _____

Pursuant to the Tunkhannock Area School District Policy 204:

Non School Sponsored educational tours or trips may be marked as excused absences if the following criteria is met:

1. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time-frame;
2. The student's participation has been approved by the Superintendent or designee

****PA Law allows students to have a total of 10 cumulative absences including preapproved vacations, medically excused absences and parental excused absences. After a student has a total of 10 cumulative absences, a student must provide a medical note otherwise it will be recorded as an Unlawful absence. If your student has already reached 10 absences regardless of the reason, the requested prearranged absences will be marked as unlawful.**