



BAVTS Educational Trip Request

Dear Parent/Guardian:

Absences due to Educational Trips may be excused if approved by the building Principal. Please complete the form on the opposite page if you are requesting pre-approval for an educational trip. Submit the completed form to the Attendance Office no later than 10 days prior to the date of your planned educational trip. When planning an educational trip, we request that you keep the following in mind:

Academic Concerns

Absences from school may have adverse effects on the academic achievement and grades of the student. If your child is experiencing difficulty with program work or receiving poor grades, it is our recommendation that the requested trip be planned on non-school days.

It is the responsibility of the student and parent to notify individual teachers of an anticipated absence and to make up all work and tests missed. The student should see the teacher upon returning to insure that all assignments have been completed.

Excessive Absenteeism

Excessive absenteeism generally results in decreased academic achievement. In an effort to prevent this, BAVTS will communicate with parents on a timely basis through electronic communication and letters.

Absences in excess of ten (10) school days in a given school year must be covered by doctor's excuses or they will be considered unexcused. If an illness is chronic or severe such that extended or frequent absences are anticipated, a doctor's excuse should be presented to the school nurse. This excuse should explain the nature of the illness.

Time away from school for educational trips count toward the ten (10) day limit. In exceptional situations, an administrator may waive this limit after thorough review of all circumstances. BAVTS will not approve a vacation that the sending school denies.

Any unexcused absences may result in the loss of credit for any work missed on the day of absence.

Thank you for your cooperation,

BAVTS



EDUCATIONAL TRIP REQUESTED FORM

Student Name _____

Sending School _____

Grade _____ Date(s) of Absences From _____ To _____

BAVTS Program _____

Date of Return to School _____

Destination and Educational aspects for trip _____

Parent's Name _____

Phone Number _____ Email address _____

Parent's Signature _____ Date _____

Instructors Signature _____

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL NO LATER THAN ten (10) DAYS PRIOR TO THE ABSENCE.

Please be sure to fill out a vacation form for your sending school as well, we will not approve any vacation that the sending school does not approve.

You will be contacted if there is a problem with this request.

FOR BAVTS OFFICE USE ONLY:

_____ APPROVED Principal's Initials _____

_____ DISAPPROVED Principal's Initials _____

Contact: Michele Bracero Attendance Secretary bracerom@bavts.org 610-866-8013 Ext 100