



## Lancaster County Career & Technology Center Educational Travel Form

State attendance regulations regarding legal absences from school were revised in 1973. The policy, section 11.28 is as follows: *Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term, at the expense of the parents when such a tour or trip is so evaluated by the Director and pupil participants there in, are subject to direction and supervision by an adult personage acceptable to the Director and to the parents of the pupils concerned.*

Full day CTC students are allowed to take up to five (5) educational travel days with their family yearly. These days are considered legal absences if appropriate educational travel form (below) have been submitted two (2) days prior to the date of the travel. If, at the time the request is received, the student has accumulated three (3) or more illegal/unexcused absences, the request will be denied. Full day students are allowed to take up to three (3) days for college visitations or testing. This will require a signed note from the institution to verify attendance at their school.

### TO BE COMPLETED BY PARENTS

Name of Pupil \_\_\_\_\_ Grade \_\_\_\_\_

School District \_\_\_\_\_ Lab Area \_\_\_\_\_

Date(s) of Proposed Absence \_\_\_\_\_

Other Family Members Attending \_\_\_\_\_

Proposed Itinerary \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY SCHOOL

Number of days absent this school year \_\_\_\_\_

Number of educational travel days this year \_\_\_\_\_

Number of unexcused or unlawful days this year \_\_\_\_\_

Lab Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

LCCTC Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Please Note: NOCTI testing occurs in the months of March and April. Educational travel will not be approved on the dates when NOCTI is being administered. Please check with the instructor for dates NOCTI testing is occurring.