

**PENN MANOR SCHOOL DISTRICT
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL
FOR A PRE-PLANNED EDUCATIONAL TRIP**

DIRECTIONS:

1. Complete a form **for each student**.
2. Student should have the Preplanned Absence Assignment Sheet completed before taking the trip. (Attached to this form).
3. Return the completed form to the building principal's office in advance of the tour or trip. (Preferably five school days in advance).

Name of student _____ Section _____ Homeroom teacher _____

Names of children in your family attending other schools in the district who are planning to take the same trip:

Name _____ Grade _____ Teacher _____ School _____

Name _____ Grade _____ Teacher _____ School _____

Date(s) of proposed absence _____ to _____ Total school days _____

Person(s) supervising student(s) during this absence:

Name _____

Address _____

Itinerary of trip - Include activities which will provide the child with educational experience:

I have read the school policy and guidelines on the back of this form and am aware of the responsibilities, which I have assumed or assigned to someone else. I further agree to abide by the stipulations as set forth in the policy and guidelines.

Date _____ Parent(s) Signature _____

FOR SCHOOL USE ONLY:

Prior Requests Dates _____

Determination: Approved _____ Conditional Approval _____ Not Approved _____

Comments:

Date _____ School Official _____