



REQUEST FOR EDUCATIONAL ABSENCE

**All requests must be made on this form and submitted to the principal five (5) school days prior to the absence.\***

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
Age \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent's Address \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_ Number of School Days \_\_\_\_\_

Destination \_\_\_\_\_

Person under whose charge the student will be placed \_\_\_\_\_

Description of Educational Experience (*what will the student learn?*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be completing a Request for Educational Absence for any sibling(s)? \_\_\_ Yes \_\_\_ No. If yes, please list the sibling(s) name, grade, and school building. This information will help us to streamline our notification process.

\_\_\_\_\_  
\_\_\_\_\_

Procedures and Stipulations:

1. Requests for absence during the weeks of state testing (PSSA) or during the first and last ten (10) school days will not be approved, except in very unusual circumstances.
2. Requests may be denied if the student is experiencing academic, behavioral or attendance difficulties.
3. If a request is denied, and the student goes on the trip, the days of absence shall be recorded as "unlawful".
4. The student must obtain the signatures of the student's teachers (see reverse side of this form).
5. After obtaining teacher signatures, this form shall be submitted to the principal.
6. Upon returning to school, teachers shall be contacted concerning make-up work.

Note: Annual requests for educational absences will not be approved.

\*This may be waived at the discretion of the Principal.

\_\_\_\_\_  
Signature of Parent/Guardian

**Elementary Schools**

Excused Absence for Educational Reasons

At least five (5) days in advance of the anticipated absence from school, the student should submit this request to the school Principal stating clearly the number of days of absence, a full description of the nature of the learning experience (where the student will visit and what it is hoped the student will learn), and under whose charge the student will be placed.

Guidelines:

1. Class assignments and tests, given while the student was on the educational trip, are to be completed after return to school within a time period equal to the number of school days the student was absent (e.g. 5 days absent, 5 days to make-up work). The exceptions to this provision are for long-term assignments with pre-established due dates and for an absence at the end of a grading period. In these instances, assignments are due at the direction of the teachers.
2. If a student is experiencing difficulty in regular school work, such absences might further contribute to the problem. In such a case, parents should seriously consider the possible academic consequences of the absence (especially if it is to be lengthy).
3. Teachers are requested to communicate to the Principal any concerns they may have about a student's requested absence.
4. In order to qualify, the educational trip must be conducted by the student's parents or another adult (i.e., 18 years or older) acceptable to the Principal and the student's parents.

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Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Homeroom Teacher's Signature \_\_\_\_\_  Date \_\_\_\_\_

Other Teacher's Signature \_\_\_\_\_  Date \_\_\_\_\_

Other Teacher's Signature \_\_\_\_\_  Date \_\_\_\_\_

NOTE: Teachers should sign indicating the student has contacted them concerning an Educational Absence. Teachers not recommending the absence should place an "X" in the box next to their signature. The form should then be submitted to the Principal for approval or denial.

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[ ] **APPROVED**

[ ] **DENIED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal