

**PALMYRA AREA SCHOOL DISTRICT
PRE-APPROVAL FOR EXCUSAL FROM ATTENDANCE FOR 2019-20
EDUCATIONAL TRIPS (NOT SCHOOL SPONSORED)**

Instructions for completing form

1. Use **one form for students in each building**: elementary, middle school and high school.
2. Form **must be submitted to the principal's office three school days prior to the absence** for which the excusal is requested.

Date _____

It is requested that the following students be excused from school attendance so that they may participate in a trip of educational value:

<u>Name</u>	<u>Grade</u>	<u>Room</u>	<u>Building</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list the siblings, and their grade level, for whom you are also requesting excusal for this educational trip: _____

1. Dates for which excusal is requested: _____

Please check: Full Day _____

AM _____ -- time arriving: _____ PM _____ -- time leaving: _____

2. Describe the trip to be taken: _____

3. In what way do you consider the trip to be of educational value to the student(s)?

4. If other than parent or guardian, what adults will accompany the student(s) on this trip?

It is understood that:

5. **Grades 6-12 only:** The student is responsible to contact appropriate teachers concerning this absence in order to be aware of all assignments that must be completed.
6. All students: Upon returning to school, the student will, on his/her own time, be responsible for making up the work missed.
7. All make-up work is to be accomplished to the satisfaction of the teacher concerned.
8. If, for any reason the trip is canceled or shortened, the student(s) must report to school the first day you return home.

***NO TRIPS WILL BE EXCUSUED DURING PSSA/KEYSTONE EXAMS TESTING OR FINAL EXAMS AND MAY NOT EXCEED 10 DAYS TOTAL. IF ALL SCHEDULED TESTS ARE COMPLETED, REQUESTS FOR EDUCATIONAL TRIPS WILL BE CONSIDRED FOR APPROVAL.**

Gr. 3-8, English Language Arts: April 20-22 / Gr. 3-8, Mathematics: April 27-28 / Gr. 4 & 8, Science: May 4-5

High School Keystone Exams (Algebra I, Biology, Literature): Dec. 5-6 & Dec. 9-10 / Jan. 7-8 / May 12-15 & May 18-19

Middle School Keystone Exams (Algebra students only): May 11-12

High School Final Exams: January 14-17 / June 1-4

(office only)
Date received in office: _____

Approved _____ Not approved _____

Reason not approved: _____

Date: _____

Principal: _____

Parent or Guardian Signature

Street Address

City, State, Zip Code

Telephone Number

