

**PALMYRA AREA SCHOOL DISTRICT  
PRE-APPROVAL FOR EXCUSAL FROM ATTENDANCE  
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: AM \_\_\_\_\_ PM \_\_\_\_\_ Full Day \_\_\_\_\_

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 EXCUSAL DURING PSSA / KEYSTONE EXAMS TESTING:**  
**April 11-15, 2016–Grades 3-8, English Language Arts**      **April 18-22, 2016–Grades 3-8, Mathematics**  
**April 25-29, 2016 –Grades 4 & 8, Science**

**High School Keystone Exams (Algebra I, Biology, Literature) Dec. 2-16, 2015/Jan.6-20, 2016/May 16-27, 2016**  
**Middle School Keystone Exams (Algebra students only): May 16-27, 2016**

**Trips are discouraged during final exams.**

(office only)  
Date received in office: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reason not approved: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

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

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number