

**PALMYRA AREA SCHOOL DISTRICT  
PRE-APPROVAL FOR EXCUSAL FROM ATTENDANCE FOR 2020-21  
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 CONSIDERED FOR APPROVAL.**

**Gr. 3-5, English Language Arts: April 19-21 / Gr. 3-5, Math: April 27-28 / Gr. 4. Science: April 29-30**

**Gr. 6-8, English Language Arts: April 19-21 / Gr. 6-8, Math: April 26-27 / Gr. 8, Science: May 3-4**

**High School Summer Keystone Exams (Literature: Sept. 28-29, Biology: Sept. 30-Oct.1)**

**High School Winter Keystone Exams (Literature: Dec. 3-4, Algebra I: Dec. 7-8, Biology: Jan. 5-6)**

**Middle School Keystone Exams (Algebra students only): May 17-18**

**High School Spring Keystone Exams (Literature: May 18-19, Algebra I: May 20-21, Biology: May 24-25)**

**High School Final Exams: January 19-22 / June 3-8**

(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

