

**REQUEST FOR AN EXCUSED ABSENCE FROM SCHOOL
FOR A PREPLANNED EDUCATIONAL TOUR OR TRIP**

The attendance requirements in the Pennsbury School District are based on Pennsylvania School Law and the district's philosophy. Parents/Guardians are urged to take vacations during planned holidays. However, parents/guardians may request permission, by completing this form, to take ONE vacation or family trip, of up to five (5) days, PER YEAR. Additional days taken for vacation or trips beyond those noted on this form are considered UNLAWFUL.

STUDENT'S FULL NAME _____ GRADE LEVEL _____

DATE(S) OF PROPOSED ABSENCE _____ FROM _____ TO _____
ROOM NUMBER _____

PERSON(S) DIRECTING/SUPERVISING STUDENT DURING ABOVE ABSENCE: _____

NAME _____

ADDRESS _____

TELEPHONE _____

ITINERARY OF TRIP. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experience outside the classroom:

SIGNATURE OF PARENT OR GUARDIAN _____ DATE _____

FOR SCHOOL USE ONLY

PRIOR REQUEST _____ APPROVAL -- DISAPPROVAL (Circle one)

CONDITIONS _____

Upon the child's return to school from the absence, the EXCUSE CARD should be marked "EDUCATIONAL TRIP".

SIGNATURE OF SCHOOL OFFICIAL _____ DATE _____

THIS FORM MAY BE USED ONLY ONCE PER SCHOOL YEAR