

**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 are urged to take vacations during planned holidays. However, parents 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 \_\_\_\_\_  
ROOM NUMBER \_\_\_\_\_

DATE(S) OF PROPOSED ABSENCE FROM \_\_\_\_\_ TO \_\_\_\_\_  
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**