



**Marple Newtown School District
Parental Request for Student Excused Absence for Pre-planned Educational Tour or Trip**

This form must be submitted to the school principal at least one calendar week prior to the educational trip.

Name of Student: _____ Grade: _____

Building: _____ Date(s) of Proposed Absence From: _____ To: _____

Name of Siblings: _____

Schools siblings attend: _____

Itinerary of Trip: Write the destination. Include experiences, which could be educational in nature and will, therefore, provide the student with some valuable experiences outside the classroom.

Will student(s) to be accompanied by Parent or Guardian? _____ Yes _____ No

Will student(s) to be accompanied by other adult (in lieu of parent or guardian)? _____ Yes _____ No

If "Yes," what is the adult's name? _____ Phone: _____

Please note that pre-planned absences will not be excused during the standardized testing windows. Trips taken without pre-authorization by the building principal will be recorded as unexcused absences.

I have read and agree with the school policy and guidelines written in the student handbook and I am aware of the responsibilities that I have assumed or assigned to someone else.

Signature of Parent or Guardian _____ Date _____

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED and must obtain teacher signature on the lines on the back of this form.



FOR SCHOOL USE ONLY:

·Date Request Received: _____

Total Number of School Absences to Date: Excused _____ Unexcused _____

·Academic Status: _____

·Number of days absent for Pre-Planned Absence: Excused _____ Unexcused _____

Principal's Signature: _____ Date: _____

Student must obtain teacher(s) signature and turn in this page with the completed form at least one calendar week prior to pre-planned trip/tour.

Subject	Teacher Signature