

Eric Mausser
Middle-High School Principal
emausser@mercer.k12.pa.us
724-662-5104 Ext: 15

Amanda Simpson
Assistant Principal
asimpson@mercer.k12.pa.us
724-662-5104 Ext: 17

Mercer Area Middle-High School



MUSTANGS

Relationships - Resilience - Relevance - Rigor - Reflection

545 West Butler Street Mercer, Pennsylvania 16137
Phone: 724-662-5104, Fax: 724-662-2993

Jennifer Gerjets
School Counselor (9-12)
jgerjets@mercer.k12.pa.us
724-662-5104 Ext: 19

Courtney Brown
School Counselor (7-8)
cobrown@mercer.k12.pa.us
724-662-5104 Ext: 18

PRE-APPROVED TRIP FORM

Prior approval for any absence excluding illness is required to make up missed school assignments. Absences may be excused or unexcused based on the laws of Pennsylvania regarding attendance.

- Excused – college or educational trips
- Unexcused – hunting, fishing, shopping, or other such trips

Students are responsible to follow all of the school requirements concerning class assignments as stated in the Student Handbook under “Attendance, Absence Procedures.”

NOTE: *Please note that the student is completely responsible to make up or make provisions for assignments with the teachers prior to leaving on such trip. All assignments are due on the student’s first day back at school. Prior attendance record of the student and academic performance will be considered before approval.*

If approval is denied, the student will be notified by the administration. One week notice is requested for approval.

.....
Date of request: _____ **Date(s) of absence:** _____

Student’s name: _____ **Grade:** _____

Purpose of trip: _____

Parent/Guardian’s signature: _____
.....

SCHOOL USE ONLY

Requested trip – Excused: _____ **Student’s prior absences - Excused:** _____

Requested trip – Unexcused: _____ **Student’s prior absences - Unexcused:** _____

Principal: _____ **Date:** _____

Guidance approval for college visit: _____

Eric Mausser
Middle-High School Principal
emausser@mercerc.k12.pa.us
724-662-5104 Ext: 15

Amanda Simpson
Assistant Principal
asimpson@mercerc.k12.pa.us
724-662-5104 Ext: 17

Mercer Area Middle-High School



MUSTANGS

Relationships - Resilience - Relevance - Rigor - Reflection

*545 West Butler Street Mercer, Pennsylvania 16137
Phone: 724-662-5104, Fax: 724-662-2993*

Jennifer Gerjets
School Counselor (9-12)
jgerjets@mercerc.k12.pa.us
724-662-5104 Ext: 19

Courtney Brown
School Counselor (7-8)
cobrown@mercerc.k12.pa.us
724-662-5104 Ext: 18

PERIOD	COURSE	TEACHER'S SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		

Please note: The signatures of all teachers must be obtained before form can be submitted to the high school office for approval.