

MONTROSE AREA JUNIOR-SENIOR HIGH SCHOOL

75 Meteor Way, Montrose, Pennsylvania 18801-9507
 Telephone: 570-278-3731 / Fax: 570-278-6280 / www.masd.info

FAMILY or EDUCATIONAL TRIP REQUEST FORM

Student:		Grade:
Requested Dates of Absence:		
Reason for trip / destination:		
Parent Signature:		
Comments:		
<i>Assignments must be completed within three (3) days of return to school unless otherwise specified</i>		
Period	Teacher Signature	Assignment * add details on reverse side as needed
1		
2		
3		
4		
5		
6		
7		
8		
9		
For office use only		
Attendance percentage: _____ Illegal or Unexcused absences: _____ Total days absent to date: _____		
<p style="text-align: center;"><i>School policy allows for a maximum of 12 absences, not including medical excused absences from a physician. Preapproval at the school's discretion based on each student's current attendance. Forms should be submitted to the Assistant Principals office no earlier than one week in advance, but at least one full school day before the requested absence.</i></p>		
Administrator's Signature: _____ Approved: _____ Denied: _____		