

Request for Excused Absence from School

Wilson Area High School / Wilson Area School District

Student Name: _____ Student #: _____ Grade: _____

Today's Date: _____

Please excuse my child from Wilson Area High School on the following dates:

Destination: _____

Educational Value of Trip: _____

I understand that I am responsible for the education of the above named student while absent from school. It is the student's responsibility to obtain any work that he/she will miss. Work may be obtained via skyward, a teacher's webpage or in person from the teacher and must be completed upon returning to school.

I further affirm that this request for an excused absence (**not to exceed 5 days for the entire school year**) is for the purpose of providing a new educational experience for the student involved. I accept the discretionary authority of the school principal to determine the validity of this request.

Students who have accumulated excessive absences (doctor excuse basis) or unexcused absences will not be granted educational trip approval. Students doing poorly in class as indicated by failures will not be granted trip approval.

Any educational trip days that are approved will be recorded as excused absences, thus making your child ineligible for perfect attendance for the academic year.

The reverse side of this form must be completed and signed by your teacher's before submitting for approval.

Parent/Guardian Signature: _____

Relationship to Child: _____

Address: _____

Phone # _____ Other Phone # _____

FOR OFFICE USE ONLY:

Total #Absences _____ #Previous Excused Absences _____

_____ Approved _____ Denied

Signature of Principal

Date

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List all classes below by period.

<u>Period</u>	<u>Subject</u>	<u>Current Grade Average</u>	<u>Homework Obtained</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

It is required that you see each teacher to obtain work for the time period in which you are requesting to miss school and have each teacher initial this form.

The completed work is due upon return or it will be graded as a zero. Partially completed work may result in partial credit.