

REQUEST FOR EXCUSED ABSENCES FOR PRE-APPROVED EDUCATIONAL TRIPS/COLLEGE VISITS

Please complete one copy for each student

Student's Full Name	
Grade	
Dates of Absence	
Parent/Guardian Signature	
Parent/Guardian Phone Number	
Parent/Guardian Email Address	

The PWHS policy for pre-approved school absences includes:

- This form must be fully completed and submitted to the PWHS Attendance Office for approval a minimum of ten (10) days prior to the trip. The Assistant Principal will sign it and a copy will be sent to you via email.
- Upon return to PWHS, the student must submit this form or a written excuse from the parent/guardian to the Attendance Office confirming the trip dates.
- Excused school absences will be considered for education trips/college visits for a maximum of five (5) days each year.
- Unless there are unusual circumstances, such requests will not be approved for the first (10) school days of the year, during examination periods, or during standardized testing periods.
- Educational trips and college visits count towards credit denial
- All absences (including those for educational trips and college visits) beyond ten (10) cumulative days each school year require a written excuse from a physician to be excused.

PLEASE PROVIDE A DESCRIPTION OF YOUR PRE-PLANNED EDUCATION TRIP/COLLEGE VISIT:

Students are required to complete all assignments and tests deemed necessary by the teachers as a condition for the pre-approved absence. Please secure teacher acknowledgement for the absence prior to submitting this form to the Attendance Office.

Block	Course	Teacher Signature & Date
1		
2		
BB		
3		
4		
5		

Assistant Principal's Action _____ Days Approved: _____

_____ Days Unapproved: _____