MARPLE NEWTOWN SCHOOL DISTRICT

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 (1) calendar week prior to the start of the educational trip.

Name of Student: _____ Grade: _____

School Building: _____

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

Name of Siblings: _____

School(s) Siblings Attend: _____

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

_____

Please note:

1. The student is responsible for all work missed.
2. 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.
3. Students who are absent from school for 10 consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the absence is legal or compulsory attendance prosecution is being pursued.

I have read this form and agree with the school policy and guidelines written in the student handbook and I am aware of the responsibilities that I have assumed.

Signature of Parent or Guardian _____ Date _____

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: _____