



**Northern York County School District**  
**Request For Pre-Arranged Absence - Elementary**



Dear Parent/Guardian,

As you make plans for your child to miss school for a pre-arranged activity, please understand that teachers will be preparing assignments for your child to complete during his/her absence from school. The teachers will make every effort to review materials your child missed, however, it is very difficult for a student to make up work missed and complete new assignments upon their return to school. Many of the activities, experiences and discussions they miss cannot be duplicated. Therefore, we request that you make every effort to avoid planning trips or appointments during the school day. Please use vacation days and summer months for these activities when possible.

A student may be permitted to take two (2) pre-arranged absences per school year, not to exceed ten (10) school days. Exceptions may be granted by the building principal. Trips taken during the first two (2) weeks of the school year and the last two (2) weeks of the school year are discouraged. **All pre-arranged absences scheduled during PSSA testing will be marked as unexcused.**

Please contact your school's office if you have any questions.

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 Please return to your school's office.

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_  
 Signature of Parent/Guardian                      Date

**OFFICE USE ONLY**

APPROVED   Y     N  

\_\_\_\_\_  
 Principal's Signature                      Date

\_\_\_\_\_  
 Teacher's Signature                      Date

\_\_\_\_\_  
 Teacher's Signature                      Date

\_\_\_\_\_  
 Teacher's Signature                      Date

\_\_\_\_\_  
 Teacher's Signature                      Date