

**Northern York County School District  
Pre-Arranged Absence Form**

Dear Parent/Guardian,

The Northern York County School District permits students to submit for approval up to two (2) pre-arranged absences per school year, not to exceed a total of ten (10) school days. Students are responsible for any work missed during the absence. Pre-Arranged absences are strongly discouraged during the first and last week of the school year and during State Assessments (PSSA, Keystone). This Pre-Arranged absence form must be completed and turned in at least one (1) week prior to the absence. The building principal may grant special permission for a trip not meeting these criteria.

Examples of absences that could qualify as "pre-arranged" include

- Family Educational Travel and
- Non-School Sponsored Educational Trips.

The process for obtaining, completing, and submitting a pre-arranged absence form is detailed below. Any questions should be directed to your child's main office.

- 
1. Student must secure this form from the Attendance Secretary.
  2. Parent(s) must complete all information and sign this request.
  3. Student must first obtain Administrator's approval for the Pre-Arranged Absence.
  4. After administrative approval, the student must obtain teacher signatures for all subjects and make arrangements to complete any/all missed work during the absence.
  5. After obtaining teacher signatures, the student must return the form to the Attendance Secretary prior to the absence.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Team: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_  
Approved  
\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Administrator's Signature / Date

**DO NOT SIGN UNLESS APPROVED BY ADMINISTRATOR**

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

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

English \_\_\_\_\_ / \_\_\_\_\_

Creative Study \_\_\_\_\_ / \_\_\_\_\_

Math \_\_\_\_\_ / \_\_\_\_\_

Creative Study \_\_\_\_\_ / \_\_\_\_\_

Science \_\_\_\_\_ / \_\_\_\_\_

Phys. Ed. \_\_\_\_\_ / \_\_\_\_\_

Social Studies \_\_\_\_\_ / \_\_\_\_\_

Band/Chorus \_\_\_\_\_ / \_\_\_\_\_

Rdg/For. Lang. \_\_\_\_\_ / \_\_\_\_\_

S.I.P \_\_\_\_\_ / \_\_\_\_\_

Comments: