

Wellsville Elementary School Request for Pre-Arranged Absence

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 appointment during the school day. Please use vacation days and summer months for these activities when possible.

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 (10) school days. Pre-Arranged absences are strongly discouraged during the first and last week of 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.

Complete and return to the WES Office

Student's Name: _____ Homeroom: _____

Date(s) of Absence _____

Reason for Absence _____

Signature of Parent/Guardian _____ Date _____

Office use ONLY

Approved: Y or N

Principal's Signature Date

of Pre-Arranged days as of date: _____

of Parental absences as of date: _____

Teacher's Signature Date

Teacher's Signature Date