



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 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. Special permission for a trip not meeting this criteria 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 unexcused.**

Please contact the office if you have any questions (717) 432-8691, ext. 1600.

Please 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 N _____

Principal's Signature

Date

Teacher's Signature

Date

Teacher's Signature

Date

Teacher's Signature

Date

Teacher's Signature

Date