



# Northern High School 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). 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. This Pre-Arranged Absence form must be completed and turned in at least one (1) week prior to the absence.

A parent/guardian needs to complete and sign the “Student Section” of this form. The student must then obtain the signatures and grades of all their teachers. Once the “Student” and “Teacher” sections are completed, the Pre-Arranged Absence form should be submitted to the main office for approval based on the criteria listed at the bottom of the form. Students will be notified if their pre-arranged absence request is **not** approved. Please contact the high school main office with any questions regarding pre-arranged absences 717-432-8691 ext 2004.

### STUDENT SECTION

Student’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Educational Trip to: \_\_\_\_\_ Dates of Absence: \_\_\_\_\_

Purpose: \_\_\_\_\_ CPACTC Student:  Yes

Parent/Guardian’s Name (\*please print\*): \_\_\_\_\_

I certify the above information to be correct: \_\_\_\_\_  
(Signature of parent/guardian)

### TEACHER SECTION

	Course	Initials	Passing for Marking Period?
Pd 1			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 2			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 3			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 4			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 5			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 6			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 7			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 8			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%
Pd 9			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade _____%

#### CRITERIA FOR APPROVAL:

- All information in the Student and Teacher sections must be completed.
- Students must have fewer than 10 days of absences and/may not have been suspended more than one time.
- Students must be passing four major subjects at the time of application.
- Students must obtain teacher signatures, courses, and grade averages.
- Students must receive administrative approval.

### OFFICE USE

APPROVED:  DISAPPROVED:  PRINCIPAL SIGNATURE: \_\_\_\_\_ Sent to CPACTC: