



GOVERNOR MIFFLIN SCHOOL DISTRICT
 EDUCATING, INSPIRING, & EMPOWERING
 EVERY STUDENT. EVERY DAY.

EXCUSED ABSENCE FOR A PRE-PLANNED EDUCATIONAL TOUR OR TRIP

This form is used by a family to notify the school(s) that up to five excused absences will be used for an Educational Trip. Any absence in excess of five days will be considered unexcused. **Only one form needs to be completed, signed, and returned to the oldest child's building principal at least five days prior to the trip.****

Name(s) of student(s): _____ Grade: _____ Bldg: _____
 _____ Grade: _____ Bldg: _____
 _____ Grade: _____ Bldg: _____

Date(s) of proposed absence: _____ to _____

PERSONS DIRECTING and/or SUPERVISING STUDENT(S) DURING THE ABOVE ABSENCE:

Name: _____ Telephone Number: _____

Address: _____

Parent/Guardian: _____ Telephone Number: _____

**IF A TRIP OCCURS DURING PSSA OR KEYSTONE TESTING –
 THE DATES WILL BE CONSIDERED UNEXCUSED FOR THOSE ASSIGNED TO TAKE THE TEST.**

TESTING WINDOW

- December 4-18, 2024
- January 6-17, 2025
- April 21 – May 2, 2025
- May 12-23, 2025

ASSESSMENT & STUDENTS ASSIGNED

- Keystone Testing in Algebra I, Biology, English 10
- Keystone Testing in Algebra I, Biology, English 10
- Grade 3-8 (PSSA ELA, Math, and Science)
- Keystone Testing in Algebra I, Biology, English 10

(Check with your school for specific testing dates)

Per School Board Policy 204 (Attendance) all absences are treated as unexcused until the district receives a written excuse of the absence. This form will be considered the written excuse. **NOTE:** A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Parent/Guardian Signature: _____ Date: _____

The School District will approve educational trips up to a maximum of five (5) school days per student per school year. No trip will be approved for excused absences after the trip has been taken. **Please return to BUILDING.**

For school use only:				
Prior Requests _____	Dates _____			
Approved _____				
Conditionally Approved _____				
Not Approved _____	**Other Bldgs. Notified:	YES	NO	N/A

Building Principal _____ Date _____