



Mifflinburg Area School District

Request for Excused Absence from School

Today's Date: _____

STUDENT NAME: _____ **GRADE:** _____

STUDENT NAME: _____ **GRADE:** _____

STUDENT NAME: _____ **GRADE:** _____

Date(s) of proposed absences: FROM _____ TO _____ Total Days Absent: _____

Parent's Name: _____ Phone: _____

Parent Email: _____

Person directing and/or supervising student during above absences

Name: _____ Phone: _____

Destination: _____

Educational value of the trip: _____

*We, the student and parent, assume responsibility for class work and assignments being completed while on the trip. We understand that all missed work will be completed according to the pre-established expectations of teachers or within 10 days upon the return from the trip according to School Board Policy #213.

Parent Signature: _____ Date: _____

Teacher(s) must initial below indicating notification and communication of missed work and assignments:

Class	Init	Class	Init
1.		5.	
2.		6.	
3.		7.	
4.		8.	

FOR SCHOOL USE ONLY:

Date Submitted: _____ Approved Not Approved

Principal Signature: _____ Date: _____



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Students who travel with parent(s) or guardians may be legally excused by the building principal providing the travel can be described as educational in nature and certain conditions pertaining to parental request, parental supervision during the trip, and arrangements by the student to complete assignments are satisfactorily met. All excused absences from travel will be applied to the maximum of five (5) days of cumulative trip absences permitted during the school year. In order that the student may be legally excused, the following must be met:

1. This form is completed entirely and submitted five (5) days prior to the scheduled trip.
2. Each request will be evaluated, and a determination will be made based on:
 - a. Educational value of the trip for the developmental level of the student.
 - b. Attendance record.
 - c. Number and frequency of prior requests for Educational Trips.
 - d. Current academic standing.
 - e. Effect of absence on academic standing.
 - f. Timing of trip (i.e. is the trip during PA mandated testing, mid-terms, finals, or AP testing?)
3. The student/parent must arrange with each of his/her teacher(s) for the completion of the missed work acquired due to the excused trip.

The student must understand they are responsible for the completion of all assignments according to School Board Policy #213.