Revised 2/24/2026

KARNS CITY AREA SCHOOLS
KARNS CITY, PA
TELEPHONE: 724-756-2030

Karns City Jr/Sr High School - Ext. 1030; 724-756-1060 (fax)
Karns City Elementary School - Ext. 2010; 724-445-2776 (fax)

REQUEST FOR EXCUSAL FROM SCHOOL ATTENDANCE

DIRECTIONS: This form is to be completed by parents who wish to have their children excused from school to participate in an educational tour or trip, which is not school sponsored. By Board Policy, "Ten (10) school days are the maximum number that will be approved; any more will be considered illegal or unexcused." This form must be completed before the tour/trip or your child's absence may be classified as illegal. Grades and number of absences will be taken into consideration for approval. Assume that the trip has been approved by the Principal, unless you are notified otherwise. **A separate form is required for students attending elementary and students attending the high school.** (*NOTE: Students excused for such trips must see their teachers immediately after returning to arrange for completing make-up work.)*

CHILDREN GRADE(S)

_____
_____
_____
_____
_____

Period of Absence:
FROM: _____ RETURN TO SCHOOL ON:_____

Description of educational tour or trip. (It will be the responsibility of the person filing this request to show the education value to be derived.)

_____
_____
_____

Adult supervisor if other than parent:_____
Parent's Signature:_____ Date:_____
Address: _____
Telephone:_____
Building Principal Response: APPROVED_____ DISAPPROVED _____
Principal's Signature:_____ Date: _____