



Northern York County School District

Request for Pre-Arranged Absence - Elementary



Dear Parent/Guardian,

Please complete this form if your child will be absent from school for two (2) or more consecutive days due to an educational trip.

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. Upon request, teachers may prepare assignments in advance, otherwise assignments may be completed upon the child's return to school. Pre-arranged absences are strongly discouraged during the first and last week of the school year and during State Assessments (PSSA). This pre-arranged absence form must be completed and turned in at least one (1) week prior to the absence.

To check the status of your request, please log in to the Community Portal. Approved pre-arranged absences are coded with a "G" and will appear accordingly. You will only be contacted by the school office if the request cannot be approved.

If you have any questions, please contact your school's office.

Thank you for your cooperation.

Student Name_____ Homeroom_____

Dates of Absence_____

Reason for Absence_____

Signature of Parent/Guardian Date

Approved Y N

Signature of Principal Date

Signature of Teacher Date

Signature of Teacher Date