



**REQUEST FOR:
ABSENCE FROM SCHOOL FOR EDUCATIONAL PURPOSES**

Moon Area Schools discourage extended absences from school for vacations; however, it is realized that some trips can be very educational.

The School District is permitted by state law to grant excused absence from school for educational trips. We therefore ask that you briefly describe the planned trip and submit it to the school office for approval ***TWO WEEKS PRIOR TO THE DEPARTURE DATE***. Trips scheduled during testing will be considered unexcused. We would appreciate your consideration in not scheduling trips during finals and standardized testing ~ Winter Keystones (Dec. 8-11) and Spring Keystones (May 17-26). Vacation requests may not be approved during May, as it's a critical testing window. (All dates are subject to change)

STUDENT'S NAME _____ GRADE _____ DATE _____

TIME FRAME REQUEST: BEGIN _____ ENDS _____
MONTH/DAY/YEAR MONTH/DAY/YEAR

Trip Destination: _____

Purpose of Trip: _____

School Days Absent: (Please list only dates student will be absent from school)

****NO STUDENT WILL BE APPROVED BEYOND A TOTAL OF 10 DAYS FOR THE SCHOOL YEAR.***

The student will be responsible for completing all work as directed by the child's teacher. It is the student's responsibility to make arrangements with their teachers.

I certify that all the information stated is true. I believe that the trip has sufficient educational value to warrant my son/daughter's absence from school.

Parent/Guardian's Signature: _____

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STATUS OF STUDENT IN ALL SUBJECTS

TEACHER	SUBJECT	# DAYS ABSENT	COMMENTS

REASON FOR DENIAL OF REQUEST: (Dates subject to change)

1. _____ Due to Final Exams
2. _____ Keystones: Winter (Dec. 8-11) and Spring (May 17-26)
3. _____ Absenteeism has been habitual.
4. _____ Teacher(s) suggest that the request should not be granted at this time due to poor academic performance.
5. _____ Request is not proper or timely.

SCHOOL USE ONLY

Requested Trip – Excused: _____ Student's *Prior* Absences – Excused: _____

Requested Trip – Unexcused: _____ Student's *Prior* Absences – Unexcused: _____

Principal

Date