

# South Eastern School District

*Fawn Grove, Pennsylvania 17321*

## REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PREPLANNED EDUCATIONAL TRIP

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### DIRECTIONS:

1. Please fill out all sections of this form in detail.
2. A separate form should be completed for each child. Return the completed form to the building principal's office **5 (FIVE) DAYS BEFORE THE FIRST DATE OF ABSENCE.**
3. Your child is responsible for collecting and completing all work, missed during the excused absence, per the SESD Board Policy on student attendance.
4. Educational trips may not exceed five (5) cumulative school days during the school year.
5. Preplanned Educational Trips may not be approved during the administration of PSSA and Keystone Assessments.
6. Students who have reached ten (10) cumulative absences for the year may not receive approval for this request.

First date of absence from school \_\_\_\_\_ Date of return to school \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

### PERSON(S) DIRECTING AND/OR SUPERVISING STUDENT(S) DURING THE TRIP.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

### LOCATION OF TRIP INCLUDING EXPERIENCES WHICH WILL BE EDUCATIONAL IN NATURE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ PARENT/GUARDIAN SIGNATURE (S) \_\_\_\_\_

-----FOR DISTRICT USE ONLY-----

Days Available \_\_\_\_\_ Days Requested \_\_\_\_\_ Days Remaining \_\_\_\_\_

DETERMINATION: \_\_\_\_\_ APPROVED (excused absence)  
\_\_\_\_\_ NOT APPROVED (unlawful absence)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL/DESIGNEE SIGNATURE