

Request for Excused Absences from School for a Pre-Planned Educational Tour or Trip

Canon-McMillan School District Canonsburg Middle School

Date of Application _____

Student's Full Name _____ Grade _____

Date(s) of Proposed Absence _____ through _____ Days Absent _____

Person directing/supervising student during above absence:

Name _____

Address _____

Phone _____

The district procedure of pre-approved absences is as follows:

1. Parent/Guardian will submit requests for excused absences on an approved district form to the principal two weeks prior to the tour/trip dates.
2. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
3. All pre-approved absences will be recorded as excused absences. This completed approved form serves as the excuse for absences. This approval does not supersede the District Attendance Policy.
4. If trip is not approved due to attendance, and the student still takes the trip, the days in excess of 15 absences for the year will be marked unexcused or illegal accordingly.

Describe experience that will be a substitute for schooling:

Signature of Parent/Guardian Phone Date

----- FOR OFFICE USE ONLY -----

Date received in the school office: _____ No. of Absences _____

Principal's Initials: Approved _____ Not Approved _____

(If not approved, a copy will be returned to parent/guardian.)

Date: _____ Copy of request sent to Assistant Superintendent _____