

North Strabane Intermediate School

20 Giffin Drive
Canonsburg, PA 15317

Phone: 724-873-5252 ~ Fax: 724-873-5216

REQUEST FOR EXCUSED ABSENCES FROM SCHOOL FOR A PRE-PLANNED EDUCATION TOUR OR TRIP (One copy for each student)

Date of Application _____

Student's Full Name _____ Grade _____

Date(s) of Proposed Absence _____ through _____ No. Days Absent _____

Person directing/supervising student during above absence:

Name _____ Address _____

Phone _____

The district procedure on pre-approved absence is:

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

Describe experience that will be a substitute for schooling:

Signature of Parent/Guardian Phone Date

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

Date received in Office _____ Number of Absences _____

Principal's initials: Approved _____ Not Approved _____ Date _____

Copy of request sent to Superintendent