

MIFFLINBURG AREA SCHOOL DISTRICT
MIFFLINBURG, PENNSYLVANIA 17844
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL
FOR A PREPLANNED EDUCATIONAL TRIP OR TOUR

DIRECTIONS:

1. Please fill out this carbonless form.
2. If there is more than one child in a family, from more than one building, a separate form should be completed for each child. Return the completed form to the building principal's office **FIVE DAYS BEFORE THE TRIP.**
3. Upon receiving approval for the trip, your children should notify their teachers and secure their assignments for the duration of the absence.
4. No trip will be approved in excess of ten (10) school days.

NAME (S) OF STUDENT (S) _____ GRADE _____
_____ GRADE _____
_____ GRADE _____

DATE (S) OF PROPOSED ABSENCE: FROM _____ TO _____

PERSON (S) DIRECTING AND/OR SUPERVISING STUDENT (S) DURING ABOVE ABSENCE:

NAME _____

ADDRESS _____

ITINERARY OF TRIP: INCLUDE EXPERIENCES WHICH COULD BE EDUCATIONAL IN NATURE AND WILL, THEREFORE, PROVIDE THE CHILD WITH SOME VALUABLE EXPERIENCES OUTSIDE THE CLASSROOM.

We assume responsibility for class work and assignments being completed while on the trip and for making up work missed upon the children's return to school.

DATE: _____ PARENT'S SIGNATURE (S) _____

NO TRIP WILL BE APPROVED FOR EXCUSED ABSENCES AFTER THE TRIP HAS BEEN MADE.

FOR SCHOOL USE ONLY:

DETERMINATION: _____ APPROVED

_____ NOT APPROVED

DATE

PRINCIPAL'S SIGNATURE