



# 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 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, students should notify their teachers and secure their assignments for the duration of their 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 students return to school.

DATE: \_\_\_\_\_ PARENTS SIGNATURE (S): \_\_\_\_\_

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

**FOR SCHOOL USE ONLY**

DATE SUBMITTED: \_\_\_\_\_ APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE