

St. Ann School
435 S. Sixth Street
Emmaus, PA 18049
610-965-9220

REQUEST FOR EXCUSED ABSENCE FOR STUDENTS
TAKING NON-SCHOOL TOUR OR TRIP

The Pennsylvania State Law states that, upon written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the principal as educational.

In order to obtain an excused absence, the following procedure for a non-school educational tour or trip is established:

1. When a trip involves two (2) or more school days, parents must complete and return this request form at least fourteen (14) days prior to the trip (except in an emergency).
2. Parents will be notified if it is determined that the trip will not be in the best interest of the student.
3. Requests for excused absences will NOT be approved during mid-term exams, final exams, or standardized testing dates.
4. If more than one child in the family will be taking the trip, a separate request for each child must be made to the principal.
5. Missed school work is the responsibility of the parent and student. Teachers cannot provide special instruction to the student. Missed work will be given when the student returns to school. This work is to be completed within five (5) days of the student's return to school. Any work not completed by this time will be recorded as a failure.
6. St. Ann School and faculty will not be responsible for academic failure due to vacation absence.

Name of Student _____ GRADE _____

Dates of Absence _____

Destination/Purpose of Trip _____

Signature of Parent/Guardian _____

ALL WORK FOR THIS STUDENT MUST BE COMPLETED BY _____

SUBJECT TEACHERS WILL SIGN AND CHECK WHEN ASSIGNMENTS ARE COMPLETED.

	Teacher	Complete	Incomplete
Religion	_____	_____	_____
Math	_____	_____	_____
Language Arts	_____	_____	_____
Reading	_____	_____	_____
Social Studies	_____	_____	_____
Science	_____	_____	_____
Computer	_____	_____	_____

Number of Days Absent _____

Date _____

Principal's Signature _____