

PRE-ARRANGED ABSENCE FORM: ELEMENTARY

DALLASTOWN AREA SCHOOL DISTRICT

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL

NOTE: Pre-arranged absences are limited to ten (10) days and may not be taken during PSSA testing periods (see DASH website for dates). The request must be received prior to the absence or the absence will be considered unexcused.

Student's Name:	Teacher:
Dates of proposed absence:	To:
Person(s) directing and or supervising student during above absences:	
Name:	
Address:	
City, State:	

Itinerary of trip. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom. (Use back if needed). Please remember that even though the trip is approved, it still counts as an absence from school.

List names and grades of other school age children participating in this experience:

I certify all of the above information to be true:

_____	_____
Signature of Parent and/or Guardian	Date

FOR SCHOOL USE ONLY:

Prior requests _____ Dates _____

Determination: Approved _____ Not Approved _____

School Official

Teacher Notification (Please Initial)

Homeroom Teacher

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