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

DALLASTOWN AREA SCHOOL DISTRICT

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A PREPLANNED EDUCATIONAL TOUR OR TRIP

Student's full name ____ Grade _______

Dates of proposed absence ______________________ to _____________________

Person(s) directing and/or supervising student during above absence:

Name ____

Address ____

Itinerary of trip. Include experiences which could be educational in nature and will therefore, provide the student with some valuable experiences outside the classroom. (Use back if needed.)

____

____

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**

How many days has student already been absent this school year? _______________

****

FOR SCHOOL USE ONLY:

Prior Requests _________________ Dates ____

Determination: Approved ______________________ Not Approved _____________________________

____

School Official

>>>

TEACHER NOTIFICATION (PLEASE INITIAL)

English/Language Arts ______________ Mathematics _________________

Social Studies ______________ Foreign Language ______________

Science ______________ Other Subjects ________________

1. Complete trip form.
2. Have parents sign it.
3. Have teachers sign it.
4. Return the completed trip form to the attendance office at least one week in advance prior to the trip.

Print Form