NOTE: Pre-arranged absences are limited to ten (10) days and may not be taken during state testing dates (see DAHS website for dates). 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? ________________

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FOR SCHOOL USE ONLY:

Prior Requests ___________________ Dates ____

Determination: Approved _________________________ Not Approved _________________________________

____

School Office

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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.**