

Warrior Run School District

No. of Accumulated Absences \_\_\_\_\_  
Office Use Only

Request for Legal Absence from School for Student Travel  
THIS FORM DOES NOT WAIVE PIAA REQUIRED SEMESTER ATTENDANCE.

Students who travel with parent(s) or guardian(s) may be legally excused by the building principal providing the travel can be described as educational in nature and certain conditions pertaining to parental request, parental supervision during the trip, and arrangements by the student to complete assignments are satisfactorily met. All excused absences for travel will be applied to the maximum of fifteen (15) days of cumulative absences permitted during a school year. In order that the student may be legally excused, the following must be met:

1. A signed statement is received by the principal from the parent or guardian two (2) weeks prior to the anticipated absence. The statement is to include:
  - a. The date(s) the student will be absent for the purpose of travel (including one-day trips).
  - b. The specific educational nature of the trip including any special projects.
  - c. The name(s) and signature(s) of the parents(s) or guardian(s) accompanying the student during the anticipated travel.
2. The student must arrange with each of his/her teachers for the completion of homework assignments while on the excused travel.
3. The student must understand that all homework assignments must be turned in to the teacher the first day back in class and scheduling of all make-up exams, quizzes, etc., is at the discretion of each subject area teacher.

(Please print clearly)

DATE \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

PERSON RESPONSIBLE FOR STUDENT DURING ABSENCE \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

Street City State Zip

DATE(S) OF ABSENCE \_\_\_\_\_ TOTAL NUMBER OF DAYS \_\_\_\_\_

DESTINATION \_\_\_\_\_

PURPOSE OF THE TRIP \_\_\_\_\_

EDUCATIONAL VALUE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Parent(s) or Guardian

Teacher(s) must sign below indicating notification for assignments:

1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_

RETURN TO BUILDING PRINCIPAL WHEN COMPLETE.

SIGNATURE: \_\_\_\_\_  RECOMMENDED  NOT RECOMMENDED  
Building Principal Date: \_\_\_\_\_