Form 173

Rev. 2/2013

**Mt. Lebanon School District**

7 Horsman Drive

Pittsburgh, PA 15228

 Date of

 Application\_\_\_\_\_\_\_\_\_\_

**WASHINGTON ELEMENTARY SCHOOL**

**REQUEST FOR EXCUSED ABSENCES FROM SCHOOL**

**FOR A PRE-PLANNED EDUCATIONAL TOUR OR TRIP**

**(complete one form for each student)**

 Student’sFull Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade & Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date(s) of Proposed Absence:\_\_\_\_\_\_\_\_\_\_\_through\_\_\_\_\_\_\_\_\_\_No. Days Absent\_\_\_\_\_\_\_\_\_\_\_\_\_

 Person directing/supervising student during above absence:

 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The district policy of preapproved absences is:

1. Parent or guardian will inform the principal **IN ADVANCE** on an approved district form of

the reason for the absence. One (1) week’s notice is requested for Teacher to prepare work.

1. Homeroom and classroom teachers will sign this form prior to parental signature.
2. Preapproved absence requests will not be granted during the administration of standardized tests.
3. Requests will not exceed three (3) incidents per school year.
4. Total preapproved absences during the school year will not exceed five (5) school days.
5. Preapproved absences will be recorded as an excused absence after assignments are complete.

 Where are you traveling (City, State): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Describe experience that will be a substitute for schooling:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Students are REQUIRED to complete all assignments and tests deemed necessary by the teachers(s) as**

**a condition for the pre-excused absence.**

 Were there prior requests this school year?\_\_\_\_\_\_\_ Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Parent or Guardian Phone Number Date

 **NOTE:** This form is to be used in Principal’s decision (initial one)

 place of the written excuse. Approved\_\_\_\_ Not Approved\_\_\_\_

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**FOR SCHOOL USE ONLY**

 Date received

 In school office\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade & Sect\_\_\_\_\_\_\_\_\_ Dates absent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Initials: Approved \_\_\_\_\_\_\_\_\_\_\_\_\_Reason given by parents:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Not Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_