

**PENN-TRAFFORD HIGH SCHOOL  
PARENT REQUEST FOR LEGAL ABSENCE(S)**

Upon receipt of a written request from the parents of the students involved, students may be excused from school attendance to participate in an educational tour or trip during the school term.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Duration of Absence: \_\_\_\_\_ to: \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

Return to School Date: \_\_\_\_\_  
(Month/Day/Year)

Explain the educational value of the trip:

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*It is the responsibility of the student to show this form to all of their teachers and get their assignments ahead of time.***

**GUIDELINES:**

- The tour/trip may not exceed ten (10) school days.
- Unless an emergency arises, such requests shall be made at least 1 week prior to the date of the tour or trip and shall not be approved during the final 2 weeks of the school term.
- Students will be given assignments and informed of assessments prior to their trip and at the request of the student. All assignments and missed assessments will be due within 2 school days of the students return to school. Additional time may be provided if agreed upon by the student and teacher prior to the educational trip.
- Students may be denied principal's permission to take such trips if the student has a record of excessive absenteeism (15% days missed).