

# Canton Area School District

## Request for Extended Absence from School

Parent's / Legal Guardian's Name – (print) \_\_\_\_\_

Student's Name – (print) \_\_\_\_\_ Grade \_\_\_\_\_

Students may be excused from school for an approved extended absence from school. The following conditions apply. *Please be specific.*

1. Dates of Absences - \_\_\_\_\_
2. Destination of the Trip - \_\_\_\_\_
3. Name of Adult in Charge - (list by name) \_\_\_\_\_
4. Educational Value of Trip or Reason for Emergency - \_\_\_\_\_

*Approval is based on educational value, how it fits with career goals, past behavior and current attendance. If a request for extended absence from school is denied, then days absent will be considered illegal.*

**\*\*\* Grades 3-8 - Please note trips will NOT be granted during PSSA Testing dates. \*\*\***

It is the sole responsibility of the student to see his/her teacher(s) for assigned subject work prior to the absence. It is the student's responsibility to complete all assignments and present them to the teachers the day the student returns to classes. (It is suggested that all work be completed prior to the trip.) Final exams for 1<sup>st</sup> and 2<sup>nd</sup> semesters are the responsibility of the student.

**Parent/Legal Guardian signature indicates approval from the family for the request.**

**Signature of Parent/Legal Guardian** \_\_\_\_\_ **Date -** \_\_\_\_\_

	<u>Subject</u>	<u>Teacher</u>	<u>Teacher's Signature/Date</u>	<u>Comments</u>
1				
2				
3				
4				
5				
6				
7				
8				

**Designated School Administrator's Signature Follows:**

Approved - \_\_\_\_\_ Date - \_\_\_\_\_

Not Approved - \_\_\_\_\_ Date - \_\_\_\_\_

Reason - \_\_\_\_\_

**\*\*District policy is 5 days per school year.**