

West Chester Area School District
Peirce Middle School

**Request for Excused Absence
Educational / Family Trip**

(Submit completed form to main office **before** trip)

Student's Name _____ Grade _____ Homeroom _____

Date(s) of proposed absence _____
(NOTE: limit of 5 days for trips per year)

Itinerary: _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ responsible to request missed assignments)

This form must be taken to each teacher that the student has and each teacher must initial it. This assures that the teacher is aware of the trip and will discuss missed homework & class work at some point **before and/or after** the absence (student must remind teacher). If this form is not completed, the absence will be considered unexcused.

<u>Subject</u>	<u>Initials</u>	<u>Subject</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This completed form must be given to the office **BEFORE** the planned absence. If not, the trip absence will remain unexcused.

***Reminder: Upon return, student must again check with each teacher for missed work.**

-----Office Use-----

Date form received _____ Approval initials _____

