

West Chester Area School District

Penn Wood Elementary School

Request for Family Absence Form

Dear Parent/ Guardian,

Please complete this form by printing the requested information and returning it to the Main Office.

Date of Request:_____ Teacher:_____

I/ We hereby request to take our child,_____, on a trip we consider to have educational value during regularly scheduled school time. The date of the trip is_____.

The destination is _____.

*Please submit this request to the Principal no fewer than five (5) days prior to the start of the proposed trip. Due to the nature of the elementary school day, teacher are not expected to create assignments for a student who is not in attendance for the purpose of taking a trip because so much is dependent upon what happens during instruction.

Parent Name_____ Date:_____

Parent Signature:_____

Principal's Signature_____ Date:_____

In accordance with the West Chester Area School District Policy, the first five days for vacation will be excused cumulative absences. All subsequent days for the trip or future trips will be unexcused.

Please contact Penn Wood Elementary at 484-266-1903 with any questions.