

Moniteau School District
1810 West Sunbury Road
West Sunbury, PA 16061

REQUEST FOR EXCUSAL FROM SCHOOL ATTENDANCE

Dassa McKinney Elementary School: 724-637-2321

Jr./Sr. High School: 724-637-2091

Directions: This form is to be completed by parents who wish to have their child excused from school to participate in an educational tour or trip which is not school sponsored. Unless it is completed before the tour of your trip, your child's absence may be classified as illegal.

Even though these days are approved, please note they count toward the ten (10) day absent limit for the year.

Complete one copy. After action has been taken by the Superintendent, a copy will be returned to the parent and a copy will be used for the child's excuse. It is recommended that students secure assignments for work missed from their teachers.

| Student | Grade | Building |
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Period of Absence: From: (1st day absent) _____ To: (day of return to school) _____

Description of Educational Tour or Trip: *It is the responsibility of the person filing this request to show the educational value to be derived.*

Adult Supervisor's Signature: X _____

(if other than parent-relationship) _____

Parent or Guardian's Signature: X _____

Address: _____

Phone #: _____

Elementary Principal: Approve: _____ Disapprove: _____ Date: _____

Jr./Sr. Principal: Approve: _____ Disapprove: _____ Date: _____

Superintendent: Approve: _____ Disapprove: _____ Date: _____

STUDENTS ARE RESPONSIBLE, IN ADVANCE, FOR MAKING ARRANGEMENTS TO COMPLETE WORK WITH THEIR CLASSROOM TEACHERS.

**This(These) _____ school day(s) will count towards the district attendance policy of ten days.
These absences will bring the total number of school absences to _____ days.**