

**Shaler Area Middle School**  
**Request for EXTENDED ABSENCE**  
*(Please complete and submit two weeks prior to trip)*

**EDUCATION TOUR OR TRIP:** Shaler Area Middle School will consider parental request to have their children absent to participate in an educational tour or trip provided during the school term at the expense of the parents when such a tour, or trip is so determined by the building principal, at his/her sole discretion, to serve a justifiable educational purpose.

Additional details and factors determining if the absence will be approved may be found in School Board Policy 204.1. Although these days count against the absence limit they will be considered excused. Students with poor academic records, and/or poor attendance will not be considered.

**VACATION:** If the absence request does not qualify as an educational tour or trip, it will be considered a vacation request. These days also count against the absence limit. Students with poor academic records, and/or poor attendance will not be considered.

**Both types of absences will not be waived and will count toward the attendance policy absence limit: 12 days for a semester course, 24 days for a year-long course. No trips will be approved during critical testing periods nor the last two weeks of the school year.**

It is the student's responsibility to coordinate with the teacher and complete all missed assignments in a timely manner.

Student _____ Grade _____ Today's Date _____ Dates of trip from _____ to _____ Total days requested _____ Destination _____ Educational Value _____ _____ I have reviewed the Shaler Area School Board Attendance Policy 204.1 and am aware of the district's approved absence requirements. <div style="text-align: right;">Parent/Guardian Signature _____</div>
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<b>ADMINISTRATIVE USE ONLY:</b>  Days absent to date _____ Days absent for trip _____ Total days absent _____	Education Trip: _____ Vacation: _____  Principal Signature _____
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**TO THE TEACHER:**

A principal's signature indicates that the above named student has been given permission to be absent on the dates indicated. Please provide homework assignments to cover that period. Student make-up work is permitted.