

Shaler Area High School Request for **EXTENDED ABSENCE**

***PLEASE COMPLETE AND SUBMIT TO THE MAIN OFFICE FOR REVIEW BEFORE ACQUIRING TEACHERS' SIGNATURES.**

EDUCATION TOUR OR TRIP: Shaler Area High 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: 10 days for a semester course, 20 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 High School Attendance Policy 204.1 and am aware of the district's approved absence requirements.
Parent/Guardian Signature _____

ADMINISTRATIVE USE ONLY:	Education Trip: _____ (Excused/School Approved)
Days absent to date _____	Vacation: _____ (Excused)
Days absent for trip _____	Other: _____ (Unexcused)
Total days absent _____	Principal Signature _____

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. Please initial this form in the space provided to indicate your knowledge of these arrangements.

1 st period: _____	5 th period: _____
2 nd period: _____	6 th period: _____
3 rd period: _____	7 th period: _____
4 th period: _____	8 th period: _____
	9 th period: _____

SUBMIT TO ATTENDANCE OFFICE AFTER ALL TEACHERS' SIGNATURES ARE COMPLETE