NOTE TO SCHOOL

STUDENT NAME ___________________________ GRADE ____ DATE __________

Please check appropriate box:

☐ Is late to school due to ________________________________________________

*Please request an excuse for any Doctor/Dentist appointments and turn it into the Attendance Office upon arrival

☐ Request an early dismissal and will be picked up by _________________________

at _________ a.m./p.m. due to ____________________________________________

*Early dismissal notes should be taken to the Attendance Office before 1st period.

☐ Is returning to school after an absence of ________ day(s), due to ________________

__________________________________________

*Absence notes should be taken directly to the Attendance Office upon day of return to school.

DATE(S) OF ABSENCE(S) ____________________________________________________

Parent/Guardian Signature ___________________________ Phone ________________

SHALER AREA HIGH SCHOOL ATTENDANCE OFFICE
412-492-1200, EXT. 1502
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:

<table>
<thead>
<tr>
<th>Days absent to date</th>
<th>Days absent for trip</th>
<th>Total days absent</th>
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<tr>
<th>Education Trip:</th>
<th>Vacation:</th>
<th>Other:</th>
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<tbody>
<tr>
<td>_____________</td>
<td>___________ (Excused)</td>
<td>___________ (Unexcused)</td>
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</table>

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.

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

9th period: ______________________

SUBMIT TO ATTENDANCE OFFICE AFTER ALL TEACHERS’ SIGNATURES ARE COMPLETE

10/17/17