



**REQUEST FOR:  
ABSENCE FROM SCHOOL FOR EDUCATIONAL PURPOSES**

Moon Area Schools discourage extended absences from school for vacations; however, it is realized that some trips can be very educational.

The School District is permitted by state law to grant excused absence from school for educational trips. We therefore ask that you briefly describe the planned trip and submit it to the school office for approval **TWO WEEKS PRIOR TO THE DEPARTURE DATE**. Trips scheduled during testing will be considered unexcused. We would appreciate your consideration in not scheduling trips during finals (May 26-June 2); and standardized testing ~ Winter keystones (Dec. 7-9) and Spring Keystones (May 16-19). (all dates subject to change, depending on snow days)

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

TIME FRAME REQUEST: BEGIN \_\_\_\_\_ ENDS \_\_\_\_\_  
MONTH/DAY/YEAR MONTH/DAY/YEAR

Trip Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

School Days Absent: (Please list only dates student will be absent from school)

\_\_\_\_\_

*\*NO STUDENT WILL BE APPROVED BEYOND A TOTAL OF 10 DAYS FOR THE SCHOOL YEAR.*

*The student will be responsible for completing any and all work as directed by the child's teacher. It is the student's responsibility to make arrangements with their teachers.*

I certify that all the information stated is true. I believe that the trip has sufficient educational value to warrant my son/daughter's absence from school.

Parent/Guardian's Signature: \_\_\_\_\_

~continue on back~

**STATUS OF STUDENT IN ALL SUBJECTS**

| TEACHER | SUBJECT | # DAYS ABSENT | COMMENTS |
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REASON FOR DENIAL OF REQUEST: (Dates may change due to snow make-up days)

1. \_\_\_\_\_ Due to Finals (May 26-June 2)
2. \_\_\_\_\_ keystones: Winter (Dec. 7-9) and Spring (May 16-19)
3. \_\_\_\_\_ Absenteeism has been habitual.
4. \_\_\_\_\_ Teacher(s) suggest that the request should not be granted at this time due to poor academic performance.
5. \_\_\_\_\_ Request is not proper or timely.

**SCHOOL USE ONLY**

Requested Trip – Excused: \_\_\_\_\_ Student’s *Prior Absences* – Excused: \_\_\_\_\_

Requested Trip – Unexcused: \_\_\_\_\_ Student’s *Prior Absences* – Unexcused: \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date