



## PRE-PLANNED ABSENCES REQUEST FORM

(Formerly called "Educational Trip Form")

- **CSY allows a maximum of 5 school days per school year** for pre-planned absences. Additional days over the 5 maximum will be recorded as unexcused days.
- The required form must be completed a **minimum of 5 school days in advance** and requires Principal pre-approval. Absences taken without the required notice will be recorded as unexcused days.
- Pre-planned absences can include vacations, traveling, etc.
- Pre-planned absences are only approved for whole or half-day absences. PPA may not be used in hours, for tardy arrivals or early dismissals.
- Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion.

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

Dates requested (including satellite days for HSH students) : \_\_\_\_\_

Prior number of excused days for educational trips during the current school year\*: \_\_\_\_\_

*\*Policy: A maximum of five (5) days per school year will be approved for pre-planned absences. Any days requested beyond the five (5) approved cumulative days will be coded as unexcused/unlawful. Three (3) or more unlawful absences during the school year is considered habitually truant under definitions set forth by the Pennsylvania Department of Education*

Name of adult accompanying student: \_\_\_\_\_

Relationship of adult accompanying student: \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

### THIS SECTION FOR SCHOOL USE ONLY:

Date Completed Form Received: \_\_\_\_\_

Approved     Denied    Principal's Signature: \_\_\_\_\_

Parents/Guardians Notified     Teachers Notified     Recorded in Attendance

Office Notes: