



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.
- 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: _____

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: