



*Upper St. Clair School District
Upper St. Clair, Pennsylvania 15241*

REQUEST FOR EXCUSED ABSENCE FROM SCHOOL
FOR A PREPLANNED EDUCATIONAL TOUR OR TRIP

Must be submitted to the Attendance Office prior to the trip! Please complete one (1) copy for each student and submit to the school building the student attends. This form is to be used in place of the written excuse. Students are responsible for making up all school work.

Date of Application _____

Student's Full Name (please print) _____ Grade & Homeroom _____

Date(s) of Proposed Absence _____ thru _____ Number of days excused _____

Person(s) directing and /or supervising student during above absences:

Name(s)

Itinerary of trip. Include experiences which could be educational in nature and will, therefore, provide the student with some valuable experiences outside the classroom.

List names, grades and school of other school-age students in your family enrolled in Upper St. Clair Schools and participating in this experience.

<u>Name</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____

Were there prior requests this school year? _____ Dates: _____

I certify all of the above information is true.

Signature of Parent/Guardian Date

Daytime phone number _____

FOR SCHOOL USE ONLY

Approved _____ Unapproved _____

Signature of Principal for the Superintendent