



Northern York County School District

Request For Pre-Arranged Absence - Elementary



Dear Parent/Guardian,

As you make plans for your child to miss school for a pre-arranged activity, please understand that teachers will be preparing assignments for your child to complete during his/her absence from school. The teachers will make every effort to review the materials your child missed, however, it is very difficult for a student to make up work missed and complete new assignments upon their return to school. Many of the activities, experiences and discussions they miss cannot be duplicated. Therefore, we request that you make every effort to avoid planning trips or appointments during the school day. Please use vacation days and summer months for these activities when possible.

A student may be permitted to take two (2) pre-arranged absences per school year, not to exceed a total of ten (10) school days. Special permission for a trip not meeting this criteria may be granted by the building principal. Trips taken during the first two (2) weeks of the school year and the last two (2) weeks of the school year are discouraged. **All pre-arranged absences requested during PSSA testing will not be approved and will be entered as unexcused.**

Please contact our school office, at 717-432-8691 X1500, with any questions.

Please return to the school office.

Student's Name _____ Homeroom _____

Date(s) of Absence _____

Reason for Absence: _____

Signature of Parent/Guardian

OFFICE USE ONLY

APPROVED Y N

Principal's Signature Date

Teacher's Signature Date

Teacher's Signature Date