

TEACHERS: Your student is requesting to be absent. Please indicate your acknowledgment by providing your signature, assignments, and any comments regarding assignments on the appropriate line.

PD	SUBJECT	TEACHER'S SIGNATURE	ASSIGNMENTS/COMMENTS
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PINE-RICHLAND HIGH SCHOOL SPECIAL ABSENCE REQUEST FORM

The school laws of the State of Pennsylvania require regular school attendance. Any absence from school is a serious handicap, not only to the individual student but also to our entire school system. There is no substitute for actual classroom attendance. For this reason, it is necessary that parents cooperate by planning trips and vacations to coincide with school vacation periods. For cases other than personal illness, serious illness in the home or death in the family, arrangements for the absence must be made well in advance. The full responsibility for resulting make-up work shall be assumed by the parent and the child.

Parents: Please complete the following information and return the form to the High School Office to be approved by an Administrator. Once the absence has administrative preliminary approval, we will return the form to the student to acquire teacher signatures and assignments. After the form is complete with all requested information and signatures return it to the attendance office for final approval. In order to have absence(s) considered excused the final approval must occur prior to the first day of absence.

STUDENT'S NAME: _____ GRADE _____

DATES OF REQUESTED ABSENCE: (From) _____ (To) _____

This will be a total of _____ days of absence.

Destination: _____

Nature of Trip: _____

Description of the educational relevancy: _____

Administrative Approval

Date

PARENT'S ACKNOWLEDGEMENT

The responsibility for making up class work missed is the student's obligation. The teacher's responsibility is providing the assignment and permitting make-up test if absence is honored by the school as "excused".

Signature of Parent or Guardian

Date

STUDENT'S ACKNOWLEDGEMENT

The student assumes the entire responsibility for getting the work done and handed in within the following time period: the time equal to the absences plus one additional day. Assignments not returned to the teacher will be recorded as a failure "F" grade.

RETURN THE COMPLETED FORM TO THE HIGH SCHOOL ATTENDANCE OFFICE PRIOR TO YOUR ABSENCE*

Signature of Student