LOWER MERION SCHOOL DISTRICT

ABSENCE FOR EDUCATIONAL TRIP

Dear Parent/Guardian:

Please use this form if you wish to request an excused absence for an educational trip.

Educational trips **not to exceed 5 days** may be excused by the Principal, and trips **not to exceed between 6 and 10 days** may be excused if approved by the District Superintendent/Designee. Please complete this form and submit to the Principal's office 14 days before your planned educational trip. **Students are responsible for requesting or making up any assignments for the period of absence.**

Name(s) of Child(ren)	School	Grade/Room

1. Responsible adult(s) accompanying child_____
2. Date(s) of absence_____
3. Destination of trip_____
4. Describe the educational value of the trip. (Continue on other side if necessary.)

_____

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_____

Parent's Name (please print clearly) _____ Parent's Signature_____

Telephone Number_____ Date_____

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AT LEAST 14 DAYS BEFORE THE ABSENCE.

You will be notified if the request is denied or if more information is needed.

(OFFICE USE ONLY)

Up to Five Days:
❒ Approved ❒ Not Approved

Six - Ten Days:
❒ Approved ❒ Not Approved

Principal's Signature: _____ Date: _____

Superintendent/Designee's Signature: (required if 6 – 10 days) _____ _____

Comments: **NO MORE THAN TEN CUMULATIVE ABSENCES WILL BE EXCUSED IN ONE SCHOOL YEAR**

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