



PRE-PLANNED ABSENCE REQUEST FORM

PLEASE REVIEW GUIDELINES ON THE REVERSE OF THIS FORM PRIOR TO COMPLETION

Name of Parent or Guardian (print): _____

Address: _____ Phone: _____

Student (Name, School and Grade): _____

Siblings (Name, School, Grade): _____

Reason for Absence (please choose one):

- Grave illness in the family
- Competition, performance or audition involving the student
- Family event (graduation, religious ceremony or wedding for family member)
- Educational trip or tour (**complete educational trip/tour box below**)
- Other (please specify reason) _____

Date(s) of absence: _____

Brief description of absence (include location):

Educational trip or tour section

Educational value of trip: _____

Student(s) to be accompanied by Parent or Guardian? _____ Yes _____ No

Student(s) to be accompanied by other adult (in lieu of parent or guardian)? _____ Yes _____ No

If "Yes," what is the adult's name? _____ Phone: _____

Name of sponsoring organization, if any: _____

I have read the school policy and guidelines on the attached and am aware of the responsibilities that I have assumed or assigned to someone else. I further agree to abide by the stipulations as set forth in the policy.

Signature of Parent or Guardian _____ Date _____

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED

FOR SCHOOL USE ONLY:

- Date Request Received: _____
 - Total Number of School Absences to Date: _____
 - Academic Status: _____
 - Number of Days Absent for Pre-Planned Absence: Excused _____ Unexcused _____
- Principal's Decision: _____ Approved _____ Not Approved (Parent/Guardian will be contacted if NOT approved)
- Principal's Signature: _____ Date: _____

Pre-Planned Absence Request Form Guidelines

Regulations of the state of Pennsylvania provide that, upon written request from the parents/guardians of the student involved, a student maybe excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the superintendent as educational, and if the adult supervision is acceptable to both the superintendent and the student's parents/guardians. In the Upper Darby School District, the building principal has been designated by the superintendent to make the decision, based on the information provided.

In addition to the above stated excusals Upper Darby School District permits a student to be absent for the following reasons:

- a grave illness in the family;
- a family event such as a sibling's or parent's graduation, a family member's wedding or a religious ceremony for a family member;
- a competition, audition or performance involving the student; or
- a family emergency.

In order to provide guidance to parents/guardians, the following procedure for pre-planned absences including non-school educational trips/tours has been established:

1. This form must be submitted to the principal or designee a minimum of five (5) school days prior to the trip (except in an emergency). Parents/Guardians will be notified in any case in which the request is denied
2. Requests for educational trips/tours will be approved only if it can be determined that the trip/tour is of educational value to the student.
3. If more than one child in a family will be absent and the children attend different schools, a separate request for each child shall be made to each child's principal.
4. No more than five (5) school days per student will be approved for pre-planned absences in any school year
5. Unless there are extraordinarily unusual or emergency circumstances, such requests will NOT be approved during periods of standardized assessments, when a student has accumulated an excessive number of unexcused absences, or when a student is in academic jeopardy. Please consult the district website, school calendar, or contact your building principal for specific assessment dates.
6. All schoolwork missed during the pre-planned absence must be made up at the initiation of the student immediately upon returning to school. Teachers are not expected to provide work prior to the trip.
7. Days that are not approved for a pre-planned absence are unexcused and may be determined to be illegal. Such a determination may result in any or all of the following actions:
 - a. First legal notice
 - b. Citation from district court
 - c. Violation of School Attendance Improvement Plan (SAIP)