



For Office Use:
Date Received: _____
Received by: _____

APPLICATION FOR EXCUSED ABSENCE

The Spring Grove Area School District recognizes that students have the opportunity to participate in pre-planned vacation trips and educational experiences during the regular school year. When a trip or educational experience is planned which will require a student to be absent from school, an Application for Excused Absence Form must be completed and returned to the building office **one week prior to the absence**. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those dates absent. Prior approved excused absences may not exceed five (5) school days in each school year.

Excused absences will not be granted during the first 10 days and the last 10 days of school. Attendance during these times is of utmost importance for the education of students.

To be excused for a trip, a student must be accompanied by a parent or acceptable adult and have both a satisfactory scholastic standing with a cumulative average of 70% or better with no failing grade in any subject **and** a satisfactory attendance record of less than 7% absence for the school year to the date of the application.

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SECTION A – (Parents complete Section A only)

Student's Name _____ Grade _____
School _____ Date(s) of Absence _____
Parent's Address _____
Name of Adult Person Supervising Student _____
Reason for Absence (including destination) _____

Siblings Requesting Same Absence: One form should be completed by the parent for all related siblings.

Names	Grade	Building
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Please have your child acquire assignments from all of his/her teachers to plan ahead for the work that will be missed during the time of the trip. (Be advised absences which were evaluated as unexcused but occur during the dates requested will constitute unlawful absences unless absences are verified by a physician. When three days of unlawful absences are accumulated, written notice will be sent to parents.)

I have read the excused absence explanation and certify the information completed to be correct.

_____ Date Completed _____ Parent's Signature

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SECTION B - (Completed by School Administrator)

_____ Excused
_____ Unexcused – Reason for Classifying Absence as Unexcused

_____ Date _____ Signature of Administrator

Copy: Parent
Principal