

FORMS MUST BE RETURNED 72 HOURS IN ADVANCE FOR APPROVAL

TITUSVILLE AREA SCHOOL DISTRICT

REQUEST FOR EXCUSAL FROM SCHOOL ATTENDANCE Section 11.26

DIRECTIONS:

This form is to be completed by parents who wish to have their children excused from school to participate in an educational tour or trip which is not school sponsored. Unless it is completed before the tour or trip your child's absence may be classified as illegal. One copy is to be completed and returned to the school office. You may assume your request is approved unless otherwise notified.

1. Student Grade Building

<u>Student</u>	<u>Grade</u>	<u>Building</u>

2. Period of Absence: From _____ To _____

Date returning to school _____

3. Description of educational tour or trip _____

4. Adult supervisor other than parent _____

5. Parent Signature _____ Date _____

Telephone _____

Principal Signature _____ Date _____

APPROVED ____ DISAPPROVED ____ # OF DAYS ABSENT TO DATE: ____

**** Note you will receive an attendance letter if these absences reach the 6, 10 or 15 day notification as per the district attendance policy. Any trip/vacation request beyond (5) days will not be approved.**