

**WYOMISSING AREA SCHOOL DISTRICT**  
**REQUEST FOR PRE-APPROVED ABSENCE FOR EDUCATIONAL TRIP**  
**Please complete and submit to office at least one week before trip**

Students may be excused for educational experiences such as non-school sponsored sports, hunting, farm show, theater participation, vacations, or trips. In order to have these absences excused, this form must be completed by a parent and submitted to the school office at least one week prior to the event.

A maximum of 10 preapproved absences will be allowed in one school year.

All additional days will be recorded as illegal or unexcused days.

**We ask that Educational travel does NOT occur during PSSA Testing**

STUDENT NAME \_\_\_\_\_ HOMEROOM \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

PLEASE BRIEFLY EXPLAIN **WHERE** YOU ARE GOING & THE **EDUCATIONAL BENEFITS** OF THIS TRIP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*bottom portion will be completed by Principal\*\*\*\*\*

Number of days absent this year to date \_\_\_\_\_ Excused \_\_\_\_\_

Recorded by \_\_\_\_\_ Illegal/Unexcused \_\_\_\_\_

**Total** \_\_\_\_\_

Request has been: \_\_\_\_\_ APPROVED \_\_\_\_\_ UNAPPROVED

Administrator \_\_\_\_\_ Date \_\_\_\_\_

Please inform all of your teachers of this absence so plans can be made for completion of missed class & home work. Collect as much work as possible before you go, so it can be completed as you travel.

**It is your responsibility to complete missed work.**

In addition, please write me a letter (at least 3 paragraphs long) listing 3 things you learned as a result of your trip. Thank you.

Dr. Babb