

Mt. Lebanon School District  
7 Horsman Drive  
Pittsburgh, Pennsylvania 15228

Date of Application \_\_\_\_\_

**REQUEST FOR EXCUSED ABSENCES FROM SCHOOL FOR A PRE-PLANNED EDUCATION TOUR OR TRIP**

Student's full name \_\_\_\_\_ Grade & Section \_\_\_\_\_

Date(s) of proposed absence \_\_\_\_\_ through \_\_\_\_\_ No. of days absent \_\_\_\_\_

Person directing/supervising student during above absence:

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

The District policy on pre-approved absences is:

1. Parent or guardian will inform the principal IN ADVANCE on an approved district form the reason for the above absence. A week's notice is requested.
2. Pre-approved absences will not be granted during the days that either standardized tests or semester exams are being administered.
3. Total pre-approved absences during the school year will not exceed five (5) school days.
4. No more than three (3) approvals will be granted in one year.
5. All pre-approved absences will be recorded as an excused absence.

Describe the experience that will be a substitute for schooling \_\_\_\_\_

Students are REQUIRED to complete all assignments and tests deemed necessary by the teacher as a condition for the pre-excused absence.

Are there prior request this school year? Yes No Dates of prior requests: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

Note: This form is to be used in place of a written excuse.

Principal's decision (Initials)

Approved \_\_\_\_\_

Not approved \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Date received in school office \_\_\_\_\_

Name \_\_\_\_\_ Grade & Section \_\_\_\_\_ Date Absent \_\_\_\_\_

Principal's Initials: Approved \_\_\_\_\_

Reason given by parents: \_\_\_\_\_

Not approved \_\_\_\_\_