

### CIRCLE OF SEASONS EXTENDED ABSENCE REQUEST FORM

Extended Absences for personal reasons including travel and family obligations may be excused upon pre-approval from the CEO/Principal. A student will be permitted to take trip(s) per school year (up to a cumulative total of 10 school days), and receive an excused absence, provided the parent/guardian complies with the requirements of Policy 618. These absences will count towards the 10 permitted absences per school year. Requests for students who have reached the 10 absences will not be approved. Please note that according to PA School Code (24 P.S. 13-1327), once a student reaches 10 absences for the school year, they will be required to submit medical excuse notes with all additional absences. Non approved trips will be treated as unexcused absences from school.

Complete and submit this form at least five school days before the date of your planned educational trip. Whenever possible extended absences should be taken when school is not in session. Educational trips are discouraged during the first and last week of the school year.

**Requests will NOT be approved during the administration of state standardized tests**

<b>NAME(S) OR CHILD(REN)</b>	
<b>TEACHERS</b>	
<b>DATES OF ABSENCES</b>	
<b>DESTINATION</b>	
<b>REASON FOR ABSENCES</b>	
<b>IF THIS IS EDUCATIONAL TRAVEL DESCRIBE EDUCATION ASPECTS</b>	
<b>PARENT(S) NAME</b>	
<b>PARENT CONTACT #</b>	

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

#### TO BE COMPLETED BY CIRCLE OF SEASONS ADMINISTRATION

<b>DATE RECEIVED</b>			
<b>CEO/PRINCIPAL SIGNATURE</b>		<b>DATE SIGNED</b>	
<b>CEO/PRINCIPAL DECISION</b>	<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>NOT APPROVED</b>	
<b>REASON FOR NON-APPROVAL</b>			