



Conemaugh Township Elementary School

Family or Educational Trip Form

Dear Parent or Guardian:

This letter and form are in accordance with the district's attendance policy as stated in the board policy manual and the student handbook. It is the policy of this school that students who take vacation/time-off during school hours are required to submit in writing the dates and reason of vacation/time-off to the school principal at least one week prior to the absence. Students who take vacation/time-off during school hours do so with the full understanding that they are responsible for the work covered during their absence. **Students must arrange with teachers to obtain school work prior to the absence.** The work must be made up in a reasonable amount of time and may require completion in school, which may necessitate the loss of recess time. Please complete and return this form to the school principal at least one week prior to the absence. Your cooperation is greatly appreciated.

Mrs. Nicole Dull
Elementary School Principal

Student's Name _____ Grade _____

Dates of Absence: from _____ to _____

Reason for Trip: _____

Parent's Signature _____ Date _____

Principal's Approval _____ Date _____

For office use only:
Date received _____

Copies sent to _____
