

# Conemaugh Township Area Elementary School

## 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 time off during school hours are required to submit in writing the dates and reason of time off to the school principal **at least one week prior** to the absence. Students may use up to three educational experience days per year that will be considered excused. Students who take 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 Absence/Educational Experience:

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Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

For office use only:  
Date received \_\_\_\_\_

Copies sent to \_\_\_\_\_

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