

E. T. Richardson Middle School

Mr. Daniel Tracy, Principal

Mr. Walter Hartshorn, Assistant Principal

Mrs. Megan Scelfo, Assistant Principal

REQUEST FOR EXTENDED ABSENCE

STUDENT NAME _____ GRADE/HOMEROOM _____

DATES(S) OF ABSENCE _____

Reason/educational goals for absence: _____

School district policy and the Pennsylvania Department of Education do not recognize family vacations as reasons for school excusal. However, we recognize that there may be educational benefit to some travel opportunities that cannot be scheduled during normal breaks from educational programming.

The Extended Absence form clearly explaining the educational value and/or educational experiences of the trip must be completed and submitted to the Attendance Office 10 days prior to the trip to allow ample time to review student records. Academic standing and attendance will be taken into consideration when approval is considered. If the student is struggling academically or has an excessive absence issue, the request may not be approved; the days will be deemed unexcused and the absence may result in truancy proceedings.

No more than five (5) days of family travel for educational reasons will be marked as excused absences if the request is preapproved by the building principal. Students are required to complete all work missed during their absence. Extended Absences may not interfere with standardized testing sessions (PSSA) or final exams.

If approved, the student is responsible for having all assigned work completed and submitted on the first school day in attendance after the absence. Any missed assessments will be scheduled at the convenience of the teacher(s). If the contract is not fulfilled, the student will forfeit the right to make up the work and will receive no credit.

Failure to receive prior approval will result in the absence(s) from school being recorded as unexcused, which will result in the student receiving no credit for work missed during the absence and truancy proceedings.

Any missed days beyond the five (5) preapproved dates will be marked as unexcused. Please note: all absences, including any considered excused, are counted as part of the 15-day limit permitted by State Law. *Three (3) consecutive or ten (10) cumulative school absences require a doctor's note or are considered unexcused and may result in truancy proceedings.*

REQUIRED SIGNATURES

PARENT/GUARDIAN _____ PRINCIPAL _____

Approved _____

Not Approved _____

Date _____