

### Administrative Pre-Approval Request for Planned Student Absences

We believe that children should attend family events such as weddings and funerals or visit extended family members who may live a great distance from York; however, absences for recreational purposes during the school year are less desirable for the purpose of maintaining consistent learning for young students. Parents must notify the school in advance of all planned student absence by completing this form and providing it to the school office at least two weeks in advance of the absence. **Failure to provide this form will result in the absence being recorded as unexcused.** While traveling, it is helpful for students to spend some time reading every day. **Upon returning to school, students will receive all missed work.** It is the parent's responsibility to assist the student to make up all work within one week of their return to school. Classroom teachers will schedule make up testing at their discretion.

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

NUMBER OF SCHOOL DAYS REQUESTED OFF: \_\_\_\_\_

DATES OF ABSENCES: \_\_\_\_\_ through \_\_\_\_\_

DESTINATION: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

**Please provide specific details of the absence: (Please use the back if necessary.)**

If approved, I understand that my child is responsible for completing all classroom studies and assignments that will be missed during his/her absence within one week of the conclusion of the trip.

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

\_\_\_\_\_  
Date

Email: \_\_\_\_\_

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**OFFICIAL USE ONLY**

Date Form Received in Office: \_\_\_\_\_ Received by: \_\_\_\_\_

Absences to Date: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

Vacation Days to Date: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused

Request:  APPROVED  NOT APPROVED

If Not Approved, Reason:  
\_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Copy of signed request sent to family: \_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Initials

Recorded: \_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Initials