

KEYSTONE SCHOOL DISTRICT
Knox, Pennsylvania 16232

**REQUEST FOR EXCUSED ABSENCE FROM SCHOOL
FOR A PREPLANNED
EDUCATIONAL TOUR OR TRIP**

Directions:

1. A form needs to be completed for each building in which you have a child enrolled.
2. Return completed forms to the building principal's office in advance of the tour or trip at least five (5) school days in advance.

Name(s) of Student(s) _____ Grade Level _____ Homeroom _____

_____ Grade Level _____ Homeroom _____

_____ Grade Level _____ Homeroom _____

Date(s) of proposed absence _____ to _____

Person(s) directing and/or supervising student(s) during above absence:

Name _____

Address _____

Itinerary of Trip: (Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.)

We have read the school district policy and guidelines in the student handbook and are aware of the responsibilities, which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy and guidelines.

Parent/Guardian Signature(s): _____

FOR SCHOOL USE ONLY:

Dates of Prior Requests _____

Determination: Approved

 Conditional Approval _____

 Not Approved _____

Date _____ School Official _____