

**North Allegheny Senior High School  
Student Absence Excuse Form**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date of Absence(s): \_\_\_\_\_

Reason for Absence: Please check the corresponding box associated with your child's absence.

- Personal Illness                       Medical Appointment                       Funeral of Relative  
 Required Court Attendance                       Other Urgent Reason                       Religious Holiday/Instruction

For College Visits and Family Educational Trips please submit Form 060A five days prior to absence.

Please list any additional information you feel the school should know \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. Please see Board Policy 204 or the Student Handbook for additional information.

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NORTH ALLEGHENY SCHOOL DISTRICT • 200 HILLVUE LANE • PITTSBURGH PA 15237-5391

## SECONDARY STUDENT APPLICATION FOR EDUCATIONAL TOUR OR TRIP (Board Policy #3290)

**Part I: To be completed by parent or guardian.**

Student's Name \_\_\_\_\_ Student # \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_  
 Proposed temporary address or travel destination \_\_\_\_\_  
 Dates student will be absent from school \_\_\_\_\_  
 Were prior requests granted during school year? \_\_\_ Yes \_\_\_ No Dates \_\_\_\_\_  
 Please explain the purpose of the tour or trip \_\_\_\_\_  
 \_\_\_\_\_  
 Itinerary \_\_\_\_\_  
 \_\_\_\_\_  
 The adult(s) accompanying the student \_\_\_\_\_  
 Reason why trip cannot be taken when school is not in session \_\_\_\_\_  
 \_\_\_\_\_  
 I hereby request that the above student be excused from compulsory attendance during this period of absence. I assume responsibility for supervising the completion of all assignments/responsibilities which are to be submitted upon his/her return to school or within a reasonable period of time as designated by his/her teacher(s).  
 Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

**Part II: To be completed by student's teachers and signed by parent or guardian.**

	Subject	Teachers' Initials	Comment/Assignment (attach sheet if necessary)	Due Date	Current Grade
Homeroom	_____	_____	_____	_____	_____
Period 1	_____	_____	_____	_____	_____
Period 2	_____	_____	_____	_____	_____
Period 3	_____	_____	_____	_____	_____
Period 4	_____	_____	_____	_____	_____
Period 5	_____	_____	_____	_____	_____
Period 6	_____	_____	_____	_____	_____
Period 7	_____	_____	_____	_____	_____
Period 8	_____	_____	_____	_____	_____
Period 9	_____	_____	_____	_____	_____
Period 10	_____	_____	_____	_____	_____

I have reviewed the teachers' comments and again give my approval.  
 Signature of Parent/Guardian \_\_\_\_\_

**Part III: To be completed by the building principal. Please check one: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved**

Reason for disapproval \_\_\_\_\_  
 Signature of Principal \_\_\_\_\_  
 Date \_\_\_\_\_

## **Educational Tour or Trip**

### **1. Request for Excuse**

The parents or guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the principal of the school in which the student is enrolled. Except for emergency situations, which must be fully explained, this request must be submitted at least 14 calendar days prior to the date on which the student seeks to be excused for compulsory attendance.

### **2. Administrator's Discretion**

The principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of the North Allegheny School District to discourage excused absences for educational tours or trips during the final two weeks of any school term. However, if permission is granted for an educational tour or trip, any part of which will cause the student to be absent during the final fourteen (14) calendar days of any school term, the building principal shall permit the student to make up examinations administered during the last two weeks of the term if, in the judgment of the building principal, the facts of the case so merit.

### **3. Assignments**

Upon request by a parent, guardian or student, teachers shall submit a list of student assignments/responsibilities for the period of absence during an approved educational tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments/responsibilities which are to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period of time as designated by the teacher(s).

### **4. Return to School**

The students shall return to school by the first scheduled school day after the excused absence or date previously specified by the building principal.

### **5. Failure to Comply**

A student who, after being denied an excuse, persists in unexcused absence from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended, and shall earn a failing grade for the assignments/responsibilities made during the period of absence.

A student who, after being granted an excuse, fails to complete the assignments/responsibilities within a reasonable period of time as designated by the teacher, shall earn a failing grade for the incomplete assignments/responsibilities.

### **6. Athletic Eligibility**

The Pennsylvania Interscholastic Athletic Association (P.I.A.A.) Constitution stipulates that:

A pupil who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty school days following his twentieth day of absence, except that where there is a consecutive absence of five or more school days, due to confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the district committee, if thorough and complete investigation warrants such waiver. Attendance at summer schools does not count toward the sixty days required.

Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

### **7. Implementation**

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships rather than excessive absence.