

Serving the students of Conshohocken, Plymouth and Whitemarsh

**REQUEST FOR EXCUSED ABSENCES
FOR PRE-APPROVED EDUCATIONAL TRIPS/COLLEGE VISITS
PLEASE COMPLETE ONE COPY FOR EACH STUDENT**

STUDENT'S FULL NAME	
GRADE	
DATES OF ATTENDANCE	
PARENT/GUARDIAN SIGNATURE	
PARENT/GUARDIAN PHONE NUMBER	
PARENT/GUARDIAN EMAIL ADDRESS	

The PWHS policy for pre-approved school absences includes:

- *This form must be fully completed and submitted to the PWHS Attendance Office for approval a minimum of ten (10) days prior to the trip. The Assistant Principal will sign it and a copy will be sent to you via email.
- *Upon return to PWHS, the student must submit this form or a written excuse from the parent/guardian to the Attendance Office confirming the trip dates.
- *Excused school absences will be considered for educational trips/college visits for a maximum of five (5) days each year.
- *Unless there are unusual circumstances, such requests will not be approved for the first (10) school days of the year, during examination periods, or during standardized testing periods.
- *Educational trips and college visits count towards credit denial.
- *All absences (including those for educational trips and college visits) beyond ten (10) cumulative days each school year require a written excuse from a physician to be excused.

PLEASE PROVIDE A DESCRIPTION OF YOUR PRE-PLANNED EDUCATIONAL TRIP/COLLEGE VISIT:

Students are required to complete all assignments and tests deemed necessary by the teachers as a condition for the pre-approved absence. Please secure teacher approval for the absence prior to submitting this form to the Attendance Office.

BLOCK	COURSE	TEACHER SIGNATURE & DATE
1		
2		
3		
BONUS BLOCK		
4		
5		

ASSISTANT PRINCIPAL'S ACTION _____ DAYS APPROVED: _____
 _____ DAYS UNAPPROVED: _____