DALLAS SCHOOL DISTRICT

Extended Absence Request Form

2000 Conyngham Avenue, Dallas, PA 18612

As per School Board Policy 204, the parent/guardian must submit a written request for excusal prior to the absence. The request must include a description of the educational value to be gained by the student. Please note that work will not be submitted prior to the trip. All work will be made up once the student returns. All requests must be submitted no later than TWO weeks before the requested leave date. Absences will not be excused if this timeline is not followed per PA Department of Educational Guidelines and Attendance Laws. NO Exceptions.

Student Name: _____

Absent on the following days: _____

Please Describe the Educational value of the Trip:

_____

_____

_____

_____

_____

Parent/Guardian Signature: _____

Date of Request: _____

Parent/Guardian Phone Number: _____

School Approval Signatures

(Please assume that all request are approved unless contacted)

Principal Signature: _____

☐ Approved Date of Approval: _____

☐ Not Approved Reason for Denial: _____