

**The Hillside School**  
**Request for Excused Absence**

Pennsylvania State Regulations provide that upon written request from the parents, pupils may be excused from school attendance to participate in an educational trip not sponsored by the school. Based upon the request, the Head of School will make a decision regarding approval. This form must be submitted to the Head of School for approval 7-10 days before the scheduled absence(s). Parents or guardians will be notified in any case in which the request is denied.

Name of Parent or Guardian (please print) : \_\_\_\_\_

Address: \_\_\_\_\_

Student's name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Brief description of trip (include location): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Educational value of trip: \_\_\_\_\_

\_\_\_\_\_

Dates of expected absence: \_\_\_\_\_

Pupil to be accompanied by parent or guardian? Yes \_\_\_\_\_ No \_\_\_\_\_

Pupil to be accompanied by other adult? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is the adult's name?

\_\_\_\_\_ Phone \_\_\_\_\_

Name of sponsoring organization, if any. \_\_\_\_\_

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

**THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED**

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FOR SCHOOL USE ONLY

Number of school Days absent \_\_\_\_\_

Head of School's Decision: Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Explanation on reverse side if not approved.

\_\_\_\_\_  
Head of School's Signature