

NORTHERN LEBANON SECONDARY SCHOOLS

PRE-PLANNED EDUCATIONAL TRIP OR A MEDICAL ABSENCE



- This form must be submitted to the Attendance Office PRIOR to the student's absence.
- Trips will NOT be approved as an excused absence after the trip is taken.
- Approved Trips will count towards the ten (10) excused absences allowable without a doctor's note.
- Medical absences will require a doctor note to be furnished for the absence to be excused.
- Trips will NOT be approved during testing sessions
 - PSSAs- Grades 7 and 8 April 21, 2026-April 30, 2026
 - Keystone Exams- May 11, 2026-May 19, 2026

Date(s) of Proposed Absence _____ # of school days _____

Name of Student _____ Grade _____ Student # _____

Person supervising student during the above absence: _____

Telephone # _____ Address _____

Circle reason for absence: Vacation Medical College Visit Farm Show Other _____

Itinerary of Trip: Include experiences which are educational in nature and will provide the student with valuable experiences outside the classroom:

Please review the attendance policy 204 found on the District Website and as stipulated in the Secondary Student Handbook.

Parent Signature/ Printed Name _____ Phone # _____

Verification of Teacher Notification & work assigned to student while absent

Period 1 _____	Period 4 _____	Period 7 _____
Period 2 _____	Period 5 _____	Period 8 _____
Period 3 _____	Period 6 _____	Period 9 _____
		Period 10 _____

Students are **required** to make up **ALL** classwork.

Please Circle, If you Attend: **Full Day CTC** **AM CTC** **PM CTC**

*CTC Students must take a copy of the completed form to remit to CTC attendance.

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FOR SCHOOL USE ONLY

Date Request Received in Office _____

Prior Requests (dates) _____ Attendance _____

Pre-Approval: Approved _____ Conditional Approval _____ Not Approved _____

Date _____ Admin. Signature _____

Dr. Note Rec'd _____ College Visit Note Rec'd _____ Other Note Rec'd _____