

2026-2027 STUDENT PLANNED ABSENCE FORM

Form must be submitted at least one week prior to scheduled absence

The Millersburg Area School District believes that classroom education of students is vitally important. Any student missing class assumes the extra burden of making up the missed assignments while at the same time keeping up with current work. Additionally, it is the responsibility of the parent/guardian to demonstrate that there is educational value for requested non-school sponsored trips. The school administrator will consider the following factors when approving any school or non-school sponsored trip: The student's academic standing/eligibility, overall attendance, demonstrated ability to make up work, and the educational merits of the trip. Approved trips become excused absences only if missed work is made up and all procedures have been followed. Any trip that does not receive administrative approval will automatically be unexcused. No more than (5) days will be approved in a school year for non-school sponsored absences. No approval for planned absences will be given on the following dates:

MS PSSA Exams – April 26 – May 14, 2026

HS Keystone Exams – May 17-28, 2026

Please check one of the following and complete all required sections below:

- ☐ Non-School Sponsored Educational Field Trip
- ☐ Curricular Field Trip or Non-Curricular/Club Field Trip
- ☐ College Visit /
- ☐ Other (explain below)

Section A - Non-School Sponsored Educational Field Trip / College Visit / Other

Student Name: _____ Grade: _____ Homeroom: _____

Date(s) of Requested Absence: _____

Name(s) and grade(s) of other Millersburg School District students in the household who will also be absent
(a separate request must be completed for students in different buildings and submitted for approval)

Purpose and destination of trip: _____

I understand that all school assignments missed due to educational trip must be completed within (5) school days after returning to school.

Student Signature: _____ Date: _____

Parent Signature : _____ Date: _____

Section B - Curricular Field Trip / Non-Curricular Club Field Trip

To be completed by Faculty/Advisor prior to parent/guardian signature

Faculty/Advisor: _____

Date of Trip: _____ Destination: _____

Time departing from school: _____ Time arriving at destination: _____

Time arriving back to school: _____

Student Name: _____ Grade: _____

I _____, in reference to the field trip to the destination indicated on reverse side in Section B:
(Name of parent/guardian printed)

(Check all that apply)

- ☐ give ☐ do not give... permission for my child to attend field trip - bus transportation provided
☐ give ☐ do not give... permission for my child to be transported by a faculty member/advisor to said event
☐ give ☐ do not give... permission for my child to drive themselves or ride along with another student driver to said event

*By signing below, I hereby release and hold harmless the Millersburg Area School District, its directors, employees and agents; and the organizers, sponsors and supervisors of this field trip; from all liability, including but not limited to any and all risk of bodily injury, death or property damage or loss, including any injury or damage suffered by my son/daughter in connection with the event (including but not limited to transportation to or from the event), whether caused by negligence, recklessness or intentional act.

(Parent/Guardian Signature)

(Parent/Guardian Phone Number)

SECTION C - Teacher's Signatures - Must be completed for **all** planned absences

Teacher's signatures below indicate that student has informed their teachers of this request to be absent and have spoken with their teachers about missed assignments and make-up work.

Period 1 _____
Period 2 _____
Period 3 _____
Period 4 _____

Period 5 _____
Period 6 _____
Period 7 _____
Period 8 _____

SECTION E - Administrative Approval

School Administrator _____ Date _____

Request for Field Trip has been: ☐ approved ☐ respectfully denied _____

Reason for denying Field Trip _____