



THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP

50 East Eagle Road
Havertown, PA 19083

Valerie L. Burnett, Ed.D.
Director of Pupil Services and Special Education
(610) 853-5900 ext. 7236

REQUEST FOR PREARRANGED ABSENCE

NAME _____ HOMEROOM _____

DATE(S) OF ABSENCE _____

Reason/educational goals:

School district policy and the Pennsylvania Department of Education do not recognize family vacations as reasons for school excusal. We recognize that there may be educational benefit to some travel opportunities that cannot be scheduled during normal breaks from educational programming.

Upon written request to your building principal, no more than five (5) days of family travel for educational reasons will be marked as excused absences if the request is preapproved by the building principal. Students are required to complete all work missed during their absence.

It is recommended that you contact their teacher(s) 10 days prior to leaving and obtain any assignments that can be completed during the absence in order to lessen the impact the absence might have academically.

Any missed days beyond the five (5) preapproved dates will be marked unexcused. Families who are taking extended leaves are encouraged to disenroll from the district and/or engage in a short term home schooling plan.

REQUIRED SIGNATURES

PARENT/GUARDIAN

PRINCIPAL

Approved _____ Date _____