



**St. Louise de Marillac School**  
 310 McMurray Road, Upper St. Clair, PA 15241  
 Phone: 412.835.0600 Fax: 412.835.2898  
 www.stlouiseschoolpa.org

Request For Excused Absence From School  
 For a Pre-Planned Educational Tour or Trip

APPROVED \_\_\_\_\_  
 NOT APPROVED \_\_\_\_\_

Date of Application \_\_\_\_\_

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date (s) of Proposed Absence: \_\_\_\_\_ to \_\_\_\_\_ Number of Days \_\_\_\_\_

Person (s) directing and/or supervising student during above absence:

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

Itinerary of trip. Include experiences which could be educational in nature and will therefore, provide the student with some valuable experiences outside the classroom

\_\_\_\_\_  
 \_\_\_\_\_

List names, grade and school of other school-age students in your family enrolled in St. Louise de Marillac school and participating in this experience.

<u>NAME</u>	<u>GRADE</u>
_____	_____
_____	_____
_____	_____

Were there prior requests this school year? \_\_\_\_\_ Dates \_\_\_\_\_

Students are responsible for making up all school work. This note is to be used in place of the written excuse.

I certify all of the above information to be true.

\_\_\_\_\_  
 Signature of Parent/Guardian

\_\_\_\_\_  
 Date