

TEMPORARY ABSENCE FORM
Elementary and Secondary Education
ALTOONA AREA SCHOOL DISTRICT

As per the AASD Board Policy #204: The Board considers the following conditions to constitute reasonable cause for absence from school: Illness, quarantine, recovery from accident, death in family, family educational trips, and educational tours and trips.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

Student Name: _____ ID # _____ Grade: _____ Date: _____

Building: _____ Reporting Room: _____

Name of Parent(s) or Guardian(s): _____

Dates of Trip: _____ No. of school days to be missed: _____
Use dates from first day of absence to last day of absence

PLEASE NOTE: Try to avoid taking your child out of school during PSSA & Keystone Exam testing. If your child is not in school during testing because of this request, he/she will receive an unexcused absence. Refer to page 2 for a complete assessment calendar.

Destination(s): _____

Signature(s) of, and relationship of, accompanying adult(s):

Signature

Relationship

ITINERARY, ANTICIPATED EDUCATIONAL OBJECTIVES OF THE TRIP, AND EXPECTED OUTCOMES FOR CHILDREN: If you have any questions, please contact your Principal for guidance and assistance. If additional space is required, please use reverse side.

1. _____
2. _____
3. _____
4. _____

Signature of Parent(s) or Guardian(s): _____ Date: _____

DIRECTIONS:

1. Parent completes the top portion of the form.
2. Elementary Students should return to child's teacher. AAJHS return to grade level office, AAHS return to Attendance office.
3. Forward to Principal for signature, and then appropriate Assistant Superintendent.

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PRELIMINARY TESTING WINDOWS*
2018 – 2019 TESTING DATES

PSSA TESTING DATES - ELEMENTARY AND AAJHS

Assessment	Dates	Grade(s)
English Language	April 15 - 29, 2019	3 - 8
Math	April 29 - May 3, 2019	3 - 8
Science	April 29 - May 3, 2019	4 and 8
Make-Up	April 29 – May 3, 2019	

KEYSTONE EXAM TESTING DATES – AAHS and AAJHS

Subjects	Testing Date Windows	
Algebra I	Winter Wave I	December 3-14
Biology	Winter Wave II	January 7-18
Literature	Spring	May 13-24

*For more specific information about your school's testing dates, contact the school.

FOR TEACHER / ADMINISTRATIVE USE ONLY

- Number of days student has been absent to date: _____
- Number of times student has been tardy to date: _____
- Is it educationally expedient that student be out at this time?: Yes _____ No _____
- Have assignments been given to student to complete on the trip?: Yes _____ No _____

I feel that this absence will not jeopardize this student's academic standing:

Signature of Principal: _____ **Date:** _____

Signature of Assistant Superintendent: _____ **Date:** _____

"Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent and pupil participants therein are subject to direction and supervision by an adult personage acceptable to the District Superintendent and to the parents of the pupil concerned."