

Brockway Area Elementary School

40 North Street
Brockway, PA 15824
Phone (814) 265-8417 Fax (814) 265-1818

Candace J. Patricelli
Principal

Benjamin J. Donlin
K-12 Principal

Pre-Arranged Absence Form for Vacation/Family Trips

A Pre-Arranged Absence Form needs to be completed by the family and given to the elementary principal prior to the student missing school due to a family trip. Arrangements should be made through these forms with the teachers to make up class work that will be missed. Students who have a history of attendance issues or failing grades this school year will not be approved to take a family trip. PLEASE AVOID SCHEDULING TRIPS DURING PSSA TESTING DATES.

Student Name _____

Grade _____ Homeroom Teacher _____

Dates the student will be absent _____

*This form is to be returned to the office prior to the trip for approval. A copy will be given to the parent/guardian. If attendance or failing grades have been a concern this school year, the trip will not be approved.

Parent/ Guardian Signature _____

Principal signature of approval: _____

Teachers – Please initial that you have seen this form and will get any make up work to the student.