

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

204-AR-3-FORM-1. ASSIGNMENT SHEET

(Student's Name) _____ will be absent from
_____ until _____ to participate in an approved
educational trip. Please provide the student with any assignments you know s/he will be missing
during this absence. If you are unable to provide assignments in advance of the absence, please
note the arrangements you have made with the student to make up the work upon his/her return.
All work must be completed by the dates indicated.

Failure to complete the work as described could result in a lower grade or a loss of credit for the
assignments. Approved days of this trip will be marked excused in the office. Disapproved days
will be recorded as unexcused.

Building Principal

Date

Class

Assignment/Make-Up Arrangement

Date Due

Student: A copy of this assignment sheet is to be given to the building principal before you leave
on the trip.

Assignment reviewed by principal

Date

Initials