



Marion Center Area School District

Rayne Elementary School

2535 RTE 119 HWY N
Home, PA 15747

Phone (724) 397-5551 • Fax (724) 463-8002
Mrs. Susan DeVaughn, Principa

W.A. McCreery Elementary School

PO Box 199; 22810 RTE 403 HWY N
Marion Center, PA 15759

Phone (724) 397-5551 • Fax (724) 397-9093
Mr. Mark Magolis, Principal

Pre-Approved Family Travel:

As per the Pennsylvania Code 11.26 a school district may excuse a pupil from school attendance to participate in a non-district sponsored educational tour/trip if the pupil's parent/guardian submits the MCASD Educational Trip Pre-Notification Form to the school at least five (5) days before travel.

Completion of this form is required for any student to be considered excused for an absence that is for a period of up to 5 days per school year. School personnel will review the request. If approved by the building administrator, these days will be recorded as excused absences.

If you fail to request this form prior to taking a student out of school, or obtain it after the fact (family out of state trip, fair or 4H event, etc.), you will have 3 days to submit it for consideration. At that time, the school administrator will determine the status of the absence; whether it is excused or unlawful. Failure to complete the form upon request may result in an unlawful absence.

Please note however that these absences could effect:

1. participation in other school activities.
2. truancy issues, if attendance becomes a concern during the school year.

MCASD Pre-Notification of Education Travel – Elementary School

Marion Center Area School District students are permitted to be absent from school for family educational trips. Absences of this type – for any length of time – require advance notification and approval by the administration. Future absences of this type could be coded as unexcused.

Please complete the information below and return this form to the school office.

Student Name:	Grade:	Homeroom Teacher:
Parent/Guardian Name:	Phone Number:	
Destination:	Date(s) of Absence:	
Building of attendance: <input type="checkbox"/> McCreery <input type="checkbox"/> Rayne		
Educational purpose of this trip:		
Parent/Guardian Signature:		Date:

◆ ◆ BELOW FOR SCHOOL USE ONLY ◆ ◆

Attendance Information: Number of days to date						
Vacation	Excused Absences	Unlawful Absences	Excused Tardy	Unexcused Tardy	Suspensions ISS/OSS	Attendance Recorder Initials

Teacher Notification: Please indicate the student’s academic performance and initial.
<input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Below average (Please support with details on the lines below.)
Teacher’s Initials:

Building Principal’s Signature:	Date:
Approved	Not Approved