

# WHITEHALL -COPLAY SCHOOL DISTRICT

## Family Emergency Leave Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date(s) of Absences: \_\_\_\_\_ to \_\_\_\_\_  
**Month/Day/Year** **Month/Day/Year**

Number of School Days to be Missed: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Previous Requested for Educational Trips: (current school year) \_\_\_\_\_

### **SCHOOL DISTRICT POLICY**

- Emergency leaves are limited to 7 school days per year. Any days missed for travel beyond the 7 days absence will be illegal days if the student's age is 16 or younger and unexcused days if the student is 17 or older.
- If the student is found to be truant, family emergency leave requests will not be honored.
- All work missed must be completed by the student within 5 days upon returning to school.
- The student is responsible for contacting the teacher to request school work and for satisfactorily completing all work missed during his/her absence.
- This form must be submitted to the office at least 10 days prior to departure, if possible. If the form is not submitted prior to the trip, the days will be considered illegal until the form is returned and approved by administration.

**\*\*\*WCSD is following the governor's state quarantine recommendations and is requiring that travelers entering Pennsylvania from other countries and states, as well as Pennsylvanians who are returning home from other countries or states, have a negative COVID-19 test within 72 hours PRIOR to entering the Commonwealth or quarantine for 14 days upon entry into Pennsylvania.**

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### **Parent/Guardian must complete the following questions:**

What is the reason for the family emergency leave? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*(This section for office use only)*

Authorization: \_\_\_\_\_ Yes \_\_\_\_\_ No

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_