



F. NIEL POSTLETHWAIT MIDDLE SCHOOL

School Office

Telephone: (302) 698-8410
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Website: www.pms.cr.k12.de.us

2841 S. State Street, Camden, DE 19934

Derek V. Prillaman
Principal

Kristina Failing, Ed.D.
Assistant Principal

Family Trip & Special Events Request Form

(This form must be returned to the Attendance Secretary 7 days before departure)

PERSONAL DATA (Please Print)

Name:		Grade:	
Street Address:		Phone #:	
City, State & Zip:		Cell #:	

LEAVE INFORMATION (Please Print)

Destination:	
Reason:	
Education Value:	

Total Number of School Days To Be Missed:		Date Leaving:		Date Returning To School:	
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STUDENT SCHEDULE (To Be Completed By Teacher)

Each teacher must initial the form before the request can be processed.
Teachers should make comments regarding student's attendance and grade in class.

Class Period	Course/Class	Teacher's Initials	Comment(s)
1			
2			
3			
4			
5			
6			
7			

Student Signature: _____

Parent Signature: _____

Principal Signature: _____

Excused

unexcused