

Family Trip Form



This form is used when the family requests a student to miss a class or a day(s) from school for a reason other than illness, an appointment, a funeral or an emergency. Please provide all necessary information requested.

A family-generated request by:

Parent Name: _____

Student Name: _____

Days absent this school year: _____

The above-mentioned student is seeking permission to miss a school day(s) in order to participate in a family trip.

FAMILY VACATIONS POLICY:

Parents are asked not to plan vacations during school days. When a student is absent, it is impossible to make up teacher presentations, class discussions, student interactions, and classroom learning activities. Family vacations should coincide with school vacation dates. In situations where absences cannot be avoided, the administration and teachers should receive written notification at least two (2) weeks before the scheduled vacation, depending on the grade level of the student and the type of work missed. This form makes teachers and staff aware that the student will be absent, but teachers are not required to give assignments beforehand. Typically, tests and exams are not administered early. Under their parents' supervision, students are responsible for mastering and completing work missed during an absence. The time for making up missed assignments and tests is equal to the length of absence. Ten percent (10%) will be deducted for each day an assignment is turned in late beyond the extended due date.

Parent Signature: _____ Date: _____

Date(s) of the trip: _____

Signature of teachers with current grade:

English _____

Math _____

Literature _____

Science _____

Religion _____

Social Studies _____

Administrator _____

A copy of this form will be returned to the parent once all signatures have been collected.