

**Family Trip Application**

Family trips during the school year which result in students missing school may occasionally be necessary. However, such trips should be kept to an absolute minimum in order to reduce possible negative impact on student learning. Family trips during scheduled semester/final examinations **will not be approved.**

All family trips require a minimum of 48 hours approval by the principal/designee in order for the student's absence to be excused. The exception is in cases of emergency situations. In addition, the student taking the trip is responsible for obtaining work that will be missed from his/her teachers prior to the absence(s). The teachers will determine when such work is to be completed.

Students requesting pre-approved family trips or pre-approved college visits will be excluded from charged absences.

**STUDENT/PARENT INFORMATION**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Please print

Where is Trip \_\_\_\_\_ Date(s) of Trip \_\_\_\_\_

Nature/Purpose of Trip \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**HOMEROOM & TEACHER INFORMATION**

Signatures indicate that the student has informed his/her teachers of the planned absence. Signatures do not indicate approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATIVE INFORMATION**

Student Qualifications:

Academics \_\_\_\_\_ Attendance \_\_\_\_\_ Discipline \_\_\_\_\_

Absence is  Excused  Unexcused

Rationale, if any \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator/Designee Signature

\_\_\_\_\_  
Date

Date Received in Attendance Office \_\_\_\_\_