REQUEST FOR FAMILY TRIP
Norwin School District

ID# _____ Student's Name _____
(Last Name) (First Name) (MI)

Building _____ Grade _____ Homeroom _____

Parent/Guardian _____ Telephone # _____
(Print Name)

NORWIN SCHOOL DISTRICT - 260 ATTENDANCE PROCEDURE

Family Vacations: Pupils may be excused from school attendance to participate in a trip provided that:

- the school is notified in writing at least one (1) week prior to the trip;
- the student is willing to assume responsibility for all classroom work missed during the absence;
- family trips over five (5) school days will not be approved;
- family trips cannot exceed a total of five (5) school days during any given school year;
- at the time of request, the attendance record of students who have accumulated ten (10) or more absences will be considered in the decision to approve the trip;
- FAMILY TRIPS WILL NOT BE APPROVED DURING STANDARDIZED TESTING DATES.

I understand that the request for a family vacation MUST list planned activities and be pre-approved. I also understand should the trip exceed the designated days mentioned above or deviate from the above procedure the District will apply District Attendance Policy 260 to the applicable unapproved portions of the trip.

_____ **Date:**_____
(Parent/Guardian Signature)

Please list planned activities:

_____

_____

_____

Duration of Vacation: _____ to: _____
(Month/Day/Year) (Month/Day/Year)

Return to School Date: _____
(Month/Day/Year)

THIS BOX FOR OFFICE USE ONLY

☐ The family trip is approved.

☐ The family trip is not approved according to Policy/Procedure 260 conditions: _____

_____

_____

_____ Date: _____
(Building Administrator)