

REQUEST FOR FAMILY TRIP

Norwin School District

Student's Name: _____

School: _____ Grade: _____ Homeroom: _____

Parent/Guardian: _____ Phone: _____

(Print Name)

NORWIN SCHOOL DISTRICT - 260 ATTENDANCE PROCEDURE

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

- *the Request for Family Trip form is submitted at least **one week prior** to the trip
- *the duration of the absences does not exceed **five school days**
- *the student has a good attendance record
- *the student assumes responsibility for all classroom work missed during the absence

****Please Note: Family Trips will not be approved during standardized testing dates****

I understand that the request for an approved family trip must list planned educational activities and be pre-approved. I also understand that should the trip exceed the designated days mentioned below or deviate from the above procedure, the district will apply District Attendance Policy 260 to the applicable unapproved portion of the trip.

(Parent/Guardian Signature)

(Date)

Destination:

Please list planned educational activities:

Vacation Dates: _____ to: _____

Return to School Date: _____ School Days Missed: _____

OFFICE USE ONLY

This family trip is approved.

This family trip is not approved according to District Attendance Policy 260 conditions:

(Building Administrator)

(Date)