

**Central Bucks School District**  
**Request for Approved Absence for Family Travel**

**FAMILY TRAVEL POLICY INFORMATION:**

Definition of Family Travel - Absences due to family travel where the student would either be left alone at home or where a non-family person would be needed to supervise and care for the student. The principal or designee may excuse a child where in his/her judgment such excusal is essential to the health and welfare of the child.

Guidelines for the implementation of the family travel absence procedures are as follows:

1. Parents are required to notify the school at least three days prior to the absences covered by this regulation so that the student may obtain work to keep current with class progress.
2. Parents and students should be informed that make-up work for the time missed is the responsibility of the student.
3. The principal may exercise approval for all such absences.
4. Absences for approved reasons due to family travel shall be limited to **two occurrences each year**. Total number of approved days of absence shall not exceed **five days in a given school year**. Days exceeding these guidelines may be considered unlawful and/or unexcused.

This form should be used to request an approved absence for family travel. If more than one child will be absent from school, please indicate the other children. This form must be submitted in each individual school in which a family travel absence is requested.

Name \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Dates of absence From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Total number of school days: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date of Request \_\_\_\_\_

Absences to date: \_\_\_\_\_ Total number of school days missed due to family travel: \_\_\_\_\_

Tardy to date: \_\_\_\_\_ Total number of requests for family travel absence: \_\_\_\_\_

Principal Approval:

Approved       Not Approved

Comments:

Principal \_\_\_\_\_ Date: \_\_\_\_\_