



Select One:

Family Travel

or

**College Visitation** 

## FAMILY TRAVEL/COLLEGE VISITATION 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 judgement such excusal is essential to the health and welfare of the child.

- 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 completed to request an approved absence for family travel or college visitation. If more than one child from a family will be absent from school, each student must submit this form no less than <u>2 WEEKS</u> prior to the planned trip.

Name:		School:	Grade:	
Date of absences: Fro	om/to	// Total	number of school days:	
Destination of family	travel:			
Parent Signature:		Date of Reque		
<b>The student should a</b> Teacher Approval:	<i>sk each teacher to sign off to</i> Block 1:	<i>indicate their awareness of the abs</i> Block 2: Block 4:	ences.	
Office Staff Only:				
Absences to date:	Tardy to date:	Total number of school days n	nissed due to family travel:	
	Tardy to date: ests for family travel absence		nissed due to family travel:	
	ests for family travel absence			
Total number of requ Principal Approval: Approved	ests for family travel absence	: Comments:		