



REQUEST FOR PREPLANNED EDUCATIONAL TRAVEL

Name: _____ Homeroom: _____

Date(s) of Absence: _____

Reason/educational goals:

School district policy and the Department of Education do not recognize family vacations as reasons for school excusal. We recognize there may be some educational benefit to some travel opportunities that cannot be scheduled during normal breaks from educational programming.

Upon written request to your building principal, no more than five (5) days of family travel for educational reasons will be marked as excused absences if the request is preapproved by the building principal. Students are required to complete all work missed during their absence.

It is recommended that you contact their teacher(s) 10 days prior to leaving and obtain any assignments that can be completed during the absence in order to lessen the impact the absence may have academically.

Any missed dates beyond five (5) preapproved dates will be marked unexcused. Families who are taking extended leaves are encouraged to disenroll from the district and/or engage in a short-term home schooling plan.

REQUIRED SIGNATURES

(HS only) Teacher: _____ Teacher: _____

(HS only) Teacher: _____ Teacher: _____

(HS only) Counselor: _____

Parent/Guardian: _____

Principal: _____

Approved: Yes No Date: _____