

## CONRAD WEISER ELEMENTARY SCHOOL FAMILY TRIP REQUEST

THE FOLLOWING PROCEDURE MUST BE FOLLOWED WHEN A STUDENT WILL BE ABSENT FROM  
SCHOOL FOR AN EDUCATIONAL TRIP

1. Parent must speak to the child's teacher and explain the nature, time period and purpose of the trip.
2. The bottom portion of this form should be completed and returned to the office at least one week prior to the trip.
3. Students must secure assignments and classroom obligations prior to the trip. They must make up all work that is missed. The completion of that work is at the discretion of the teacher.
4. When the administration has approved the trip, a copy of the signed approval will be returned to the student.
5. **\*\*NOTE:** Approval of educational trips is at the administration's discretion based on a student's attendance, discipline and academic records. The building principal may approve up to five school days for an educational family trip. Trips requesting additional days will require approval from the Superintendent.

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\_\_\_\_\_

Student's Name

\_\_\_\_\_

Grade/Homeroom Teacher

\_\_\_\_\_

Trip Dates

\_\_\_\_\_

Number of days absent from school

\_\_\_\_\_

Destination

Please give a brief description of the "educational family trip" \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

### FOR OFFICE USE ONLY

\_\_\_\_\_ Trip Approved

(up to 5 days)

\_\_\_\_\_ Trip Denied: \_\_\_\_\_

\_\_\_\_\_

Building Administrator's Signature

\_\_\_\_\_

Date

Additional days requested:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_

Superintendent's Signature

\_\_\_\_\_

Date