

Conrad Weiser West Elementary School
Early Dismissal Note

Student Name _____ Teacher _____ Grade _____

Pick up Date _____ Pick up Time _____

Reason for Dismissal _____

Person Picking up Student _____ Signature _____

Will Student be Returning to School _____

*Please return a doctor's note for appointments scheduled during the school day.

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**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