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.

_____ _____ _____
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 ____ Trip Denied: _____

(up to 5 days)

_____ _____
Building Administrator's Signature | Date

Additional days requested:

____ Approved _____ Denied: _____

_____ _____
Superintendent's Signature | Date