

Muhlenberg School District Family Trip Request Form



Elementary Center C. E. Cole Middle School High School

If you wish your child excused from school for a family trip, please submit this form to the school office one week prior to your departure.

***Note:** Family trips should not be planned during state mandated testing.

Student Name: _____

Date(s) of absence: _____ to _____

Destination: _____

Please describe how this family trip will provide an educational experience for your child:

Parent/Guardian Signature: _____

For office use only. Please do not write below this line.

Parent is requesting _____ days for travel. Child has already taken _____ days for travel.

_____ has / has not been granted legal
excuse for a family trip for the time period of _____ to _____.

It is the student's responsibility to obtain a list of coursework that will be missed during their absence. The teacher(s) will provide a list of assignments to be completed by the date of the student's return.

Principal

Date

Guidelines for Family Trip Approval

As per school board policy 3.12 – “Family Trips Scheduled During School” ...

- A. The principal may approve student trips with families of up to but no more than five (5) school days during a school year.
- B. No more than three (3) such trips will be approved in a school year. The 5-day limit shall apply to the accumulated total of approved trips.
- C. Approved student trips with families shall be marked as excused absences on the student’s attendance record.
- D. The student shall be responsible for securing from the teacher(s) a listing of school assignments for completion during the period of absence.
- E. The student is responsible for the completion of assignments and makeup of tests.
- F. If a trip is disapproved, the principal shall notify the parents in writing and specify the reason(s) for disapproval.
- G. When a disapproved trip is undertaken by a student, the Student Attendance Policy shall apply.
- H. Any requests beyond the limitations set forth in (A) and (B) may be forwarded to the Superintendent for consideration.