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

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.