

# 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: \_\_\_\_\_

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*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.**

## Get Tested and Stay Home After Travel Outside the United States (including Puerto Rico)

- Stay home and self-quarantine for 10 days after the international travel.
- Contact the school nurse when you return to Berks County to determine the date your student may return to Muhlenberg School District in-person classes.
- Your student must attend virtual classes until approved to return in-person.
- Optional: Get tested with a send-out (not rapid) viral test 4-5 days after international travel **AND** stay home and self-quarantine for a full 7 days after travel.
  - Provide proof of your results and contact with the school nurse BEFORE returning to in-person school.
  - Even if you test negative, stay home and self-quarantine for the full 7 days.
  - If your test is positive, isolate yourself to protect others from getting infected.