



Family Trip Request Form
 Fax: 874-6010 *ftr@eriesd.org
 ATTN: Superintendent's Office

- x **ONE (1) FAMILY TRIP PER STUDENT PER YEAR WILL BE APPROVED AND MAY NOT EXCEED FIVE (5) SCHOOL DAYS. ANY DAYS OVER FIVE (5) DAYS WILL BE UNEXCUSED.**
- x Please submit Family Trip Request AT LEAST TWO (2) WEEKS PRIOR to scheduled trip.
- x A student who has a history of attendance issues, discipline issues and/or in academic jeopardy may not receive approval from Superintendent.
- x Family trips that are not preapproved by the Superintendent may result in the student's absence being recorded as unexcused and could result in truancy charges filed against the student and parents/legal guardians
- x The signed form will be forwarded to the student's home school. Please check with the school to ensure your approved dates are recorded.
- x **PLEASE COMPLETE ONE (1) FORM PER STUDENT.**

Student Name: _____ (Please print clearly)

Address: _____ ZIP _____

Phone Number: _____ Email: _____

Date: _____ School: _____ Grade _____

Dates of Trip _____ to _____ ~~School~~ days missed: _____
 Student's last day of classes _____

Notes

Superintendent's Signature # of Days Excused # of Days Unexcused

The student is responsible for completion of given assignments within two (2) weeks after he/she returns. Work not completed within that time become zero. **Schoology is a resource for assignments and schools. It is not a substitute for inperson attendance.**

ALL GIVEN ASSIGNMENTS MUST BE TURNED IN BY :

<u>Teacher Signatures</u>	<u>Course</u>	<u>Assignments Given</u>	
1. _____	_____	Yes	No
2. _____	_____	Yes	No
3. _____	_____	Yes	No
4. _____	_____	Yes	No
5. _____	_____	Yes	No
6. _____	_____	Yes	No
7. _____	_____	Yes	No

 Counselor Signature

 Building Administrator Signature