



Family Trip Request Form -2022-2023
148 West 21 Street Erie, PA 16502 * Fax: 874-6010 *ftr@eriesd.org
ATTN: Superintendent's Office

- Please submit *Family Trip Request* **AT LEAST TWO (2) WEEKS PRIOR** to scheduled trip.
- A student who has a history of attendance issues, discipline issues and/or in academic jeopardy may not receive approval from the Superintendent.
- ***THE SCHOOL ADMINISTRATION SHALL ONLY APPROVE ONE FAMILY TRIP PER STUDENT PER YEAR AND THE DURATION OF THAT TRIP MAY NOT EXCEED FIVE (5) SCHOOL DAYS. ANY DAYS OVER FIVE (5) DAYS WILL BE UNEXCUSED.**
- 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.
- **PLEASE COMPLETE ONE (1) FORM PER STUDENT.**

Student Name: _____
(Please print clearly)

Address: _____ ZIP _____

Phone Number: _____ Email: _____

Date: _____ School: _____ Grade: _____

Dates of Trip: _____ to _____ Total school days missed: _____

Student's last day of classes before trip: _____ Student will return to class on: _____

X

Parent Signature ***THE SCHOOL ADMINISTRATION SHALL ONLY APPROVE ONE FAMILY TRIP PER STUDENT PER YEAR AND THE DURATION OF THAT TRIP MAY NOT EXCEED FIVE (5) SCHOOL DAYS. ANY DAYS OVER FIVE (5) WILL BE UNEXCUSED. Please refer to page 14, section "g" of the Student Handbook or page 13 of the Family Guide for the policy. Both are available on our website at eriesd.org or in any district office/school for reference. *Schoolology is a resource for assignments and school news. It is not a substitute for in-person attendance. You may email form to ftr@eriesd.org.**

Approved ☐

Not Approved ☐

Notes (Office Use Only):

Superintendent's Signature _____

Total Number of Days Excused _____

Total Number of Days Not Excused _____

The approved form will be forwarded to student's home school. Please check with the school to ensure your approved dates are recorded.

The student is responsible for completion of given assignments within two (2) weeks after he/she returns. Work not completed within that time will become zero. ***Schoolology is a resource for assignments and school news. It is not a substitute for in-person attendance.**

ALL GIVEN ASSIGNMENTS MUST BE TURNED IN BY:

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

Counselor Signature _____

Building Administrator Signature _____