



Family Trip Request Form
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 15, 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.

	<input type="checkbox"/>	<input type="checkbox"/>	<u>Notes</u>
_____	# 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 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

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