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: ________________

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. *Schoology 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:

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<tr>
<th>Teacher Signatures</th>
<th>Course</th>
<th>Assignments Given</th>
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Counselor Signature ____________________ Building Administrator Signature ____________________