



Family Travel Advance Notification Form

(Please submit this form to the Dean of Student Formation at least five schools days in advance of departure.)

Student Name: _____ Grade: _____

Number of Days Absent: _____ Dates: _____ to _____

Reason for Absence: _____

Parents sometimes find it necessary to take their children out of school due to family travel that cannot be arranged during times when school is not in progress. When a parent removes his/her child from school for the purpose of family travel, the parent assumes responsibility for the education and academic progress of the student(s). Parents should be alerted to the school's attendance policy stated in the Student-Parent Handbook.

Most importantly, when a student is absent from school, that child loses the benefit of direct instructional time with his/her teacher. It is the desire of instructional professionals to have students highly involved in the learning process on a daily basis. When parents find it necessary to remove their child from school for the purpose of a family trip, the Dean of Student Formation should be given advance notice of at least five days in order to ensure that the student's classroom teachers are notified.

Expectations for the Completion of Work and Make Up Responsibilities

All pending assignments should be submitted prior to departure unless alternate arrangements have been made with the teacher. This includes major tests, reports, and major written assignments. Assignments/work missed during the absence are to be completed upon return – at a schedule agreed upon by the student and classroom teacher. Teachers may give assignments in advance when possible.

Parent Signature: _____ Date: _____

Administrator's Review (Comments)

Administrator Signature: _____ Date: _____

Student/ Teacher Acknowledgement

It is the student's responsibility to make appropriate arrangements with his/her teacher(s) for completion of pending work and make-up for missed assignments.

The student must take this form to each of his/her teachers for a grade check. It is the responsibility of the student to follow the teacher's directions pertaining to work assigned or work that will be missed during the requested absence. Teachers must sign to indicate current grade status.

Period	Subject	Current Grade	Teacher Signature	Due Dates*
1				
2				
3				
4/5/6				
6/7/8				
9				
10				

*By checking the right column, the teacher acknowledges that he or she has discussed dates of completion for all pending and make-up assignments, with the student.