



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

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

 Superintendent's Signature

of Days Excused # of Days Unexcused

Notes

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: _____

<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