



Family Travel Acknowledgement Form

WISSAHICKON SCHOOL DISTRICT – Revised 1/2017- Page 1 of 1

Dear Wissahickon School District Parents and Guardians,

Parents/Guardians who plan to take their children on an educational family trip should submit this Family Travel Acknowledgement Form to the school principal. This form should be submitted two weeks prior to the trip to allow for proper notification. After the form has been reviewed and processed, the principal will send a copy of this form to you indicating an acknowledgement of the planned absence.

As per Wissahickon School District Board Policy #204, there is a five-day limit to non-school sponsored travel per school year. A maximum of ten days of cumulative lawful absences verified by a parent/guardian note may be permitted during the school year. It is important to keep in mind that *Family Travel absences are included in the ten days of cumulative lawful absences*. This form acknowledges the allowable five days of Family Travel as long as the student does not have ten days of lawful absences already accumulated *or* will not have ten days of lawful absence by the date(s) of travel. Please Note: Non-school sponsored travel *will not be approved* as an excused absence during standardized testing dates.

Students are responsible for making arrangements with their teachers to make up all work that is missed. Thank you for your cooperation.

Student Name(s): _____ Grade/Teacher: _____

Dates of Absence: From _____ Through _____ # of Days Absent = _____

Trip Destination: _____

Signature of Parent/Guardian: _____ / /

A copy of this form will be sent to the parent/guardian(s) once it has been reviewed.

Signature of Principal: _____ / /

Acknowledgement of Travel Dates

- This form acknowledges the allowable five days of Family Travel.
 - This form acknowledges the allowable five days of Family Travel, but the balance of _____ days cannot be approved as they exceed the allowable five-day number of Family Travel days. These additional absences will be coded as unexcused absences.
 - Your child has already accumulated 10 days of absence this school year; as a result, the Family Travel Days noted in this form cannot be approved. In the event that your child is absent on these days, they will be coded as unexcused absences.
 - Other: _____
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FOR OFFICE USE ONLY

Days Absent This School Year: _____

Days Late Arrival This School Year: _____