

JOHN R. WOODEN MIDDLE SCHOOL

FAMILY TRAVEL REQUEST

Parent/Guardian please read the following position statement:

It is the position of the School Corporation that school attendance each day is very important and that days missed are detrimental to excellent achievement. Therefore, the School Corporation discourages parents/guardians from taking students out of school for family travel.

I/We, the parent(s)/guardian(s) of \_\_\_\_\_, a student in the \_\_\_\_\_ grade at John R. Wooden Middle School, request that he/she be permitted to accompany me/us on family travel while school is in session. He/She will be absent for the travel starting on \_\_\_\_\_ (day), \_\_\_\_\_ (date) and will return to school on \_\_\_\_\_ (day), \_\_\_\_\_ (date).

I/We understand that this request must be presented to school officials at least three (3) days prior to the first day of travel and that the student must be accompanied by the person(s) signing this request. Furthermore, I/we understand that no family travel requests will be approved for the last week of any term and that requests may be made once a school year for a maximum of five (5) days.

I/We also understand that \_\_\_\_\_ shall be given credit for all work made up (to the teacher's satisfaction) within five (5) school days after returning to school.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Conditions for Approval of Family Travel (all conditions must be met to be approved)

1. This family travel will not cause the student to exceed twelve (12) days of absence this school year.
2. One or both parents/guardians will be accompanying the student.
3. All details of making up assignments and test have been completed.
4. All of the conditions outlined above have been met.

\_\_\_\_ Approved      \_\_\_\_ Rejected      \_\_\_\_\_ Date

\_\_\_\_\_, Principal

Days Absent \_\_\_\_\_ As of \_\_\_\_\_

# of Vacation Days \_\_\_\_\_

