

Dear Parents,

This application is to be completed at least two (2) weeks in advance of the planned trip, and presented to the principal for consideration. Each student is limited to one approved trip with a maximum of ten (10) consecutive school days per school year without loss of academic standing, provided proper assigned make-up work is completed, including tests and final examinations.

If a student will be absent due to a family trip longer than 10 consecutive school days, parents are advised their child/ren will be withdrawn from the school district after the 10th day. The parent will need to re-register the student upon their return at the district's registrar's office for the student to resume school attendance. The student's attendance record will not reflect the extended absence due to withdrawing.

HILLIARD CITY SCHOOL DISTRICT
(Family Trip Application)

TO: _____
Building Principal Date

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Before completing this application, the parent or guardian should give careful consideration to the current academic standing and attendance record of the student(s).

It is hereby requested that (list name of student, or students) be excused.

_____, _____, _____ to _____, _____, _____
month day year month day year

Student(s) will return to school on: _____, _____, _____
month day year

REASON(S) FOR THIS REQUEST: _____

Signed: Parent/Guardian Date

APPROVED _____
Principal Date

DISAPPROVED

Copies: Parent
Student file