

St Joseph School, York
Vacation Trip Approval Request Form

We believe that children should attend family events such as weddings and funerals or visit extended family members who may live a great distance from York. Travel for recreational purposes during the school year is less desirable for the purpose of maintaining consistent learning for young students. In these situations, we ask parents to notify the school in advance of your child's planned absence by completing this form and providing it to the school office at least two weeks in advance of the absence. **Failure to provide this form will result in the absence being recorded as unexcused.** While traveling, it is helpful for a child to spend some time reading every day. **Upon returning to school, the child will receive all missed work.** It is the parent's responsibility to assist the child to make up all work within one week of their return to school. Classroom teachers will schedule make up testing at their discretion.

STUDENT NAME: _____ GRADE: _____ HOMEROOM: _____

NUMBER OF SCHOOL DAYS REQUESTED OFF: _____

DATES OF THE TRIP: _____ through _____

DESTINATION: _____ CITY: _____ STATE: _____

Please provide specific details of the trip and the educational value: (Please use back if necessary)

If approved, I understand that my child is responsible for completing all classroom studies and assignments that will be missed during his/her absence within one week of the conclusion of the trip.

Signature of Parent or Guardian

Date

OFFICIAL USE ONLY

Date Form Received in Office: _____ Received by: _____

Absences to Date: _____ Excused _____ Unexcused

Vacation Days to Date: _____ Excused _____ Unexcused *(These counts are included in Absence Counts above)*

Request: APPROVED NOT APPROVED

If Not Approved, Reason:

Principal Signature

Date