



Centennial School District

Family Trip Request Form

Phone: 215-441-6000

www.centennialsd.org

Although the scheduling of family trips during the instructional year is not encouraged, the Centennial School Board recognizes that students may benefit educationally by accompanying their parents on trips (see policy 3.24). Parents requesting approval of a student's absence because of a scheduled family trip are asked to provide the information listed below and submit this form to the building principal prior to finalizing arrangements but at least two (2) weeks before the trip.

Student Information:

Student Name: _____ Grade: _____ School: _____

Sibling Information: Please list the name/grade/school of other siblings for whom a family trip request will be made.

Note: A separate trip request must be submitted to the principal of other schools.

Sibling(s) Name, Grade & School: _____

Trip Information

Start Date: _____ End Date: _____ Total School Days: _____

Destination: _____

Educational Benefit of the Trip: _____

Adults Accompanying the Student: _____

Signature of Parent/Guardian: _____ Date: _____

Guidelines for Trip Approval

- The principal may approve no more than three (3) school days during a school year, for student absences for family trips.
- Principals shall consider the achievement and attendance of the student when reviewing a request for family trip. (Policy 3.24).
- Days approved for a family trip count toward the total of ten lawful days permitted per Policy 3.26
- The student shall be responsible for securing from his/her teacher(s) the required assignments prior to the period of absence. A minimum of four (4) school days notice must be given to allow teachers to prepare assignments.
- Upon the return to school, the student is responsible for the submission of completed assignments. Arrangements for the make-up of any additional assignments and tests/quizzes shall be made within five (5) school days of return by the student.

School-Use Only

Date Received: _____

Received by _____

Attendance to date _____ Days Absent: _____

Days tardy _____

Principal's Action Request Approved

Request Denied

Reason if not approved: _____

Principal's Signature: _____

Date: _____

_____ Parent/Guardian _____ Homeroom Teacher _____ Office