



Request for Family Trip/Vacation

Student Name: _____ Teacher: _____

Family vacations should be taken during non-school time whenever possible. In the event that a family trip or vacation must be taken on school time, it is the responsibility of the parent/guardian to complete a Request for Family Trip/Vacation Form prior to the absence.

Page 7, Section B of the BIS Handbook states:

Any family trip or vacation that is pre-approved with the school administration will count toward the 10-day limit (maximum of five (5) vacation days may be used at a time). **NOTE: Parents are to pick up needed approval paperwork from the BIS office to get parent and administrative signatures a minimum of 2 school days prior to the absence.**

Students are required to make up all work missed. All work must be completed within one school day for each day of absence. Parents may request homework assignments prior to the absence. Requests need to be made to the school office before 9:00 am, and parents can pick up the work at 3:00 pm.

Please excuse the absence of my son/daughter on the following dates (all absences count towards the 10-day limit):

I am requesting the parent excused absence for the following reason(s):

Signature of Parent or Legal Guardian

FOR OFFICE USE ONLY

Total School Days Absent _____ Excused _____
Unexcused _____

Reason for unexcused (if unexcused, students may not make up work missed while absent):

Administrator's Signature _____

