

NORTHWESTERN MIDDLE SCHOOL

TO: Parent/Guardian

FROM: Principal

RE: **Family Trip**

STUDENT NAME: _____ GRADE: _____

Family vacations: it is strongly recommended that families take their vacations during regularly scheduled student breaks. If a student misses school due to a family vacation, the days will count toward the 10-day per semester limit. The parent/legal guardian is to notify, in writing, the middle school principal and have all teacher signatures at least five (5) school days prior to the vacation. Emergency situations will be handled on an individual basis. All make-up work is due before departure or the day of return as determined by the individual teacher. It is the student's responsibility to get ALL assignments before leaving on the trip.

___ I PLAN TO ACCOMPANY MY SON/DAUGHTER ON A FAMILY TRIP WHICH WILL NECESSITATE THE ABSENCE OF MY CHILD FROM SCHOOL ON THE FOLLOWING DATE(S):

___ OTHER (please explain): _____

1. Date(s) _____

Home Phone _____

Work Phone _____

PARENT SIGNATURE _____

2. _____

Attendance Secretary

Principal/Designee

EXCUSED _____
UNEXCUSED _____
DATE _____

3. AFTER BEING APPROVED BY THE PRINCIPAL, each teacher given previous notice of this student's absence shall initial in the appropriate space.

PERIOD 1 _____

PERIOD 5 _____

PERIOD 2 _____

PERIOD 6 _____

PERIOD 3 _____

PERIOD 7 _____

PERIOD 4 _____