



Wissahickon School District

Family Travel Pre-Approval Request

Parents who wish to take their children on an educational family trip should submit this pre-approval request form to the school principal. The request should be submitted two weeks prior to the trip to allow for proper review. After the request has been reviewed and processed, the principal will send a copy of this form indicating his/her approval or denial of your request.

There is a 5 day limit to non-school sponsored travel per school year. Additionally, non-school sponsored travel will not be approved as an excused absence during standardized testing dates. A maximum of 10 days of cumulative lawful absences verified by a parent/guardian note may be permitted during the school year. Be aware, Family Travel absences are included in the 10 days of cumulative lawful absences.

Students are responsible for making arrangements with their teachers to make up all work that is missed. Thank you for your cooperation.

Student Name(s): _____ Grade/Teacher: _____

Dates of Absence: From _____ Through _____ # of Days Absent = _____

Description of Trip: _____

Signature of Parent/Guardian: _____ __/__/__

Signature of Principal: _____ __/__/__

Request Approved

Request Denied

Other Information Regarding This Request: