

# Family Activity Form - **FILL OUT HIGHLIGHTED AREAS ONLY**

Name of Student: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Date departing school: \_\_\_\_\_ Date returning to school: \_\_\_\_\_

Total Days of absence from school \_\_\_\_\_

In order for a student to be granted approval from the principal (or designee) to go on a family activity during school time, the following steps must be completed before a decision is made. *If an interpreter is used, be sure the interpreter also initials and dates Steps One and Five.*

### Step One

\_\_\_\_\_ The family initiated their request 10 school days prior to departure.

\_\_\_\_\_ The parent/guardian agrees to the following:

“I understand that the principal will not make a decision to grant permission until this form is completed. I understand that my child is only allowed to miss five or fewer days of school for a family activity. I also understand that if permission is granted, my child’s homework assignments are due in their entirety on the first day she or he returns to school. Failure to provide the assigned homework on the first day back to school will result in all of my child’s absences being counted as “unexcused”. It is the responsibility of my child to turn in their homework on the first day. I will contact the school the day following my child’s return to verify that all of the homework was received.”

Date to Main Office

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

### Step Two

\_\_\_\_\_ A copy of the student’s current and last year’s attendance record is attached.

Date to Main Office

\_\_\_\_\_

\_\_\_\_\_  
Signature of Office Staff

\_\_\_\_\_  
Date

### Step Three

\_\_\_\_\_ This student **is** making adequate academic progress and I do not believe her or his academic performance will suffer as the result of a family activity.

\_\_\_\_\_ This student **is not** making adequate academic progress and I believe her or his academic performance will suffer as the result of a family activity.

\_\_\_\_\_ I gave homework on \_\_\_\_\_ for the student to complete during the family’s activity.

Date to Main Office

\_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

### Step Four

\_\_\_\_\_ I have received the student’s attendance and academic performance.

\_\_\_\_\_ The family requested permission 10 school days prior to departure.

\_\_\_\_\_ The teacher(s) have assigned homework.

\_\_\_\_\_ The parent/guardian agrees that their child will miss **five or fewer days** of school.

\_\_\_\_\_ The parent/guardian agrees that their child will return homework on the first day back to school.

\_\_\_\_\_ The student **will not** be gone during MCA, NALT or MBST testing.

“Permission for a family activity is **granted** for this individual child.”

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

“Permission for a family activity is denied for this individual child”.

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

### Step Five

\_\_\_\_\_ I understand that permission was granted and I will comply with the terms of this agreement.

\_\_\_\_\_ I understand that permission was denied and that if I choose to take my child on a family activity, his or her absences will be unexcused.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date