

Stark Village School

Educational Family Trip Request Form

"Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations/educational opportunities, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion."

Parent/Guardian Name(s): _____ Phone Number: _____

Student Name: _____ Destination: _____

Dates of Absence: From _____ To _____ # School Days Missed: _____

- Briefly describe the purpose of this trip and its educational value:

- How does this trip connect to your child's current school curriculum or learning goals?
(Examples: historical sites, cultural immersion, science exploration, etc.)

Student Reflection Plan: How will your child share what they learned from this trip with the school?

- | | |
|---|--|
| ☐ Written Report | ☐ Slide Show |
| ☐ Verbal Presentation to Class | ☐ Journal or Travel Log |
| ☐ Poster or Visual Display | ☐ Other : _____ |

Briefly describe the presentation/reflection plan:

Academic Planning Confirmation

- | | | |
|---|------------------------------|----------------------------------|
| • Have you discussed this absence with your child's teacher(s)? | ☐ Yes | ☐ Not yet |
| • Have plans been made to complete missed assignments? | ☐ Yes | ☐ Not yet |

Parent/Guardian Signature

I understand that all missed work is the responsibility of the student and that this request must be submitted at least **two weeks in advance** of the anticipated absence.

Signature: _____ Date: _____

School Use Only

☐ Approved ☐ Not Approved

Principal Signature: _____ Date: _____

**To be submitted at least two weeks in advance of absence, per School Board Policy JH*