

**WEST CHESTER AREA SCHOOL DISTRICT  
EAST HIGH SCHOOL**

**ABSENCE REQUEST FOR FAMILY TRIP**

*(Please Print)*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom #: \_\_\_\_\_

Date of Request: \_\_\_\_\_

I/We hereby request to take our child \_\_\_\_\_, grade \_\_\_\_\_,  
homeroom number \_\_\_\_\_, on a trip that we consider to have educational value  
during the regularly scheduled school time.

The date(s) of the trip are \_\_\_\_\_.

The destination is \_\_\_\_\_.

***In order for the faculty to have time to prepare work for the student, this request must be submitted to the Principal no fewer than five (5) days prior to the proposed trip.***

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*It is understood by both the parents and the student that the student will notify his/her teachers of the above absence, and that it is the student's responsibility to check with each teacher prior to the trip to determine homework and other assignments that may be due during the absence. Homework and other assignments should be returned within three (3) days of his/her return to school in order to receive full credit for the assignments. **Family vacation while school is in session may be pre-approved by the grade level administrator, up to a maximum of (5) days per school year.***

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Administrator's signature is required prior to submitting form to the Attendance office)