

West Chester Area School District
Glen Acres Elementary School
Request for Family Trip Absence Form

Dear Parent/Guardian,

Please complete this form by *printing* the requested information and returning to the Main Office or emailing to Theresa Weaver @ tweaver2@wcasd.net.

Date of Request: _____ Student Name: _____

I/We hereby request to take our child on a trip we consider to have educational value during regularly scheduled school year.

The date(s) of the trip are _____

The destination is _____

Parent Name: _____ Email: _____

Parent/ Guardian Signature: _____

Principal Signature: _____ Date: _____

F.V. Days requested to date: _____ # of Days remaining _____

Please submit this request no fewer than five (5) days prior to the start of the proposed trip. Due to the nature of the elementary school day, teachers are not expected to create assignments for a student who is not in attendance for taking a trip because so much is dependent upon what happens during instruction.