Elmbrook School District Family Trip Request

(Please complete one form per child)

The School District of Elmbrook abides by the school laws of Wisconsin. Wisconsin Statute 118.15(3)(c) states that parents may excuse their child from school for up to10 days in the school year. Family trips shall be taken when school is not in session. However, we also recognize there may be unique circumstances regarding some family events.

If a student is missing school for a family trip of three (3) days or more, the request for an absence must be made to the school office two weeks prior to the trip so there is adequate time to plan for materials that will be missed. The request will then be submitted for approval to the principal or designee.

Most likely it will not be possible for all the anticipated missed schoolwork to be prepared ahead of time. Some work may be very difficult to complete outside of the classroom. The teacher will inform you of any work that needs to be completed. If work is provided ahead of time, it is expected that the work be completed and turned in when the student returns to school.

I request that_____ Grade:_____ Teacher/Guidance Counselor: _____

be excused from attendance at school on the following dates:_____.

Parent Signature:_____

To be filled out by Teacher (EC-5) or Guidance Counselor (6-12)

(Please check those that apply)

_____ District or state testing will occur during requested absence.

_____ Key 1-time instruction will occur during requested absence.

_____ Student is likely to maintain progress even with missed vacation days.

_____ Student may struggle with gaps created by missed instruction during vacation.

_____ Student has difficulty whenever a day is missed.

Teacher Signature_____

To be filled out by Principal or Designee

Days of absence: **Current Year** **Last Year**

IL_____ PL____ IL_____ PL____

VA____ TR____ VA____ TR____

_____Absence acknowledged.

_____Absence acknowledged with reservations due to previous absences.

_____Absence acknowledged with reservations about missed learning.

_____Absence not approved. Missed days will be counted as Unexcused / Truant.

Principal Signature: _____

Cum File	[ ]
Parent Copy	[ ]
Teacher/Guidance Copy	[ ]
Health Room	[ ]