

North Montgomery Community School Corporation

Request for Family Travel Arrangements

Pleasant Hill * Lester B. Sommer * Sugar Creek

Name of Student: _____

Teacher: _____ Date(s) of Travel: _____

Reason for travel request: _____

Family Travel Arrangements

Although the need is recognized for the family to spend time together, the position of the school is that the academic program is of such importance that vacation days should be scheduled at times other than while school is in session. The purpose of this policy is to accommodate parents who want to take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family. Unavoidable absences of this kind must be pre-arranged with the school and the following conditions met:

1. The parent must personally file a request with the school in person at least seven (7) days prior to the absence. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
2. The student must accompany the immediate family to qualify for the pre-arranged family travel.
3. The student must present a pre-arranged absence form to each of his/her teachers. Separate daily assignments may be given. The student can be given his/her books and the approximate material and pages to be covered.
4. Class work missed must be made promptly on return or in advance (teacher option). The absence will be considered excused with make-up work allowed.
5. Days missed for family travel may be counted as undocumented absences.

Approved: _____ Not Approved: _____

Principal Signature: _____ Date: _____

* Upon approval, make-up assignments should be obtained from teacher(s).