



Travel Contract

A limit of 10 days can be excused for the purpose of travel in one school year. Should a student plan to be away from school for more than 10 consecutive school days the student should be withdrawn from school until their return. **Travel contracts must be turned in to the office no later than 10 school days prior to the trip to be considered for approval.**

Student Name: _____ Homeroom Teacher: _____
Date of Trip: _____ Expected Return Day: _____
Destination: _____ Total school days missed: _____
Educational Value: _____

In order for absences to be excused due to travel the following conditions must be followed:

1. Parent must request and obtain approval prior to the trip. Travel contracts must be turned in to the office no later than 10 schools days prior to the trip to be considered for approval.
2. Students will receive one day to make up missing work for every day that they are in non-attendance without graded penalty. Late or missing work is to the discretion of the teacher as to whether or not it is accepted.
3. Teachers may require the student to keep a journal, write a report about the trip, or other activity to compensate for the time missed at school.

If all of the above conditions are completed within the require time the absence will be excused. However, if the conditions are not met, those absences will not the excused. Any absences exceeding the 10 day limit will not be excused.

Make up work will be given upon return. Make up work given ahead of times is at the discretion of the teacher.

I understand the travel contract and agree to support my child getting his completed assignments turned in by the due date.

Administrative Approval Date

Parent/Guardian Signature Date

Teacher's Signature Date