

North Montgomery Community School Corporation

Request for Family Travel Arrangements

Pleasant Hill * Lester B. Sommer * Sugar Creek

Family Travel Arrangements

Although the need is recognized for the family to spend time together, the school's position 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 must be 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 the opportunity to express their views on the potential effects of the absence. Dates requested cannot be scheduled during standardized testing time.
2. The student must accompany the immediate family to qualify for pre-arranged family travel.
3. The student may be given daily assignments. The student can be given his/her books and the approximate material and pages to be covered.
4. Classwork missed must be made up promptly upon return or in advance (teacher option). The time missed will be counted as an undocumented absence but shall not be a factor in determining grades.
5. The absence will be considered undocumented, with the student completing any missed work.

Name of Student(s): _____

Teacher: _____

Date(s) of Travel: _____

Reason for travel request:

Parent Signature _____ Date: _____

Office Representative Signature: _____ Received Date: _____