

**WEST CHESTER AREA SCHOOL DISTRICT
WESTTOWN-THORNBURY ELEMENTARY SCHOOL**

Request for Family Trip Absence Form

Dear Parent/Guardian,

Please complete this form by **printing** the requested information and returning it to the Main Office.

Date of Request: _____ Teacher _____

I/We hereby request to take our child, _____,

on a trip we consider to have educational value during regularly scheduled school

time. The date(s) of the trip are _____.

The destination is _____.

**Please submit this request to the Principal 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 the purpose of taking a trip because so much is dependent upon what happens during instruction.*

Parent Name: _____ Date: _____

Parent Signature: _____

Principal's Signature: _____ Date: _____

In accordance with the West Chester Area School District Policy, the first five days for vacation will be excused cumulative absences. All subsequent days for the trip or future trips will be unexcused.