

How Do I Initiate a Travel Study?



Criteria:

- Minimum of 1 day
- Maximum of 15 days (can be used separate times)
- Granted for short term illness, emergency, and vacation
- Student must have a 2.5 GPA in the previous grading period
- Not granted during finals, CAASPP testing or the first week of each semester

Step 1: Initiate

Please contact the attendance office a **minimum of 5 school days prior** to start of absences.
(916) 645-6380

Last Name:
A-M: lfinn@wpusd.org
N-Z: state@wpusd.org

Step 3: Pick Up Work

Student's must pickup their packet the day before they leave for travel.

Step 2: Sign Contract

Once initiated you will receive an InformedK12 contract in your email. Please review, sign and return. Upon completion, staff will start to gather assignments

Step 4: Turn in Work

All work must be completed on time and returned to the office upon the students return to school. Failure to complete the work will result on the absences becoming unexcused.

Attendance Clerks: Liz Finn & Sarah Tate