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Superintendent of Schools

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Travel Unenrollment Request Form

Prior to any travel which will result in a student's absence for more than ten (10) consecutive school days, the caregiver must unenroll their child from school. If the travel is outside of the United States, then you must unenroll your child and reenroll him/her upon your return. If the travel is within the United States and the child is not being enrolled in another school, a homeschool application must be completed to ensure the child is still being educated while traveling.

Today's Date: _____

Student Name: _____ Current Grade: _____

I, _____, caregiver of the above mentioned student, request that my child be unenrolled from Westford Public Schools due to vacation/travel plans that exceed 10 consecutive days of school.

Last day student will attend school: _____ Traveling To: _____

Anticipated Date of Reenrollment: _____ # of School Days During Travel: _____

Check one:

_____ I am traveling outside of the United States.

_____ I am traveling within the United States, therefore, I have completed a homeschool application and submitted it to Courtney Moran, Assistant Superintendent.

_____ _____
Caregiver's Name Printed Caregiver's Signature

For office use only:

Date Unenrolled: _____ Actual Date of Reenrollment: _____

Principal's Signature: _____