



WCASD Request for Family Trip Absence Form

I/we request to take our child on a trip we consider to have educational value during regularly scheduled school time.

Date of Request: _____ Student Name: _____

Grade: _____ Home Room #: _____ Home Room Teacher: _____

Date(s) of Absence: _____

The destination is: _____

In order for the faculty to have time to prepare work for the student, this request must be submitted to the office no fewer than five (5) days prior to the proposed trip.

It is understood by both the parent(s) and the student that the student's respective team will be notified of the above absence, and it is the student's responsibility to check with each teacher prior to the trip to determine homework and other assignments that may be due during the absence. Homework and other assignments should be returned within three (3) days of his/her return to school in order to receive full credit for the assignments.

[West Chester Area School District Policy 204AG1](#) outlines lawful and unexcused absences totaling a maximum of ten (10) parent notes and five (5) non-school sponsored trip notes preapproved by the building administrator. When the district is notified in advance the family is utilizing all days consecutively, the student will be dropped from the district's active attendance roll after fifteen (15) school days of absences.

Parent Name: _____ Parent Email: _____

Parent Signature: _____

Student Signature: _____

Team Leader Signature: _____

Administrator Signature: _____ Date: _____