

FAMILY ACTIVITY FORM

Name of Student: _____ Grade: _____ Advisor: _____ Date: _____

Dates of Activity: _____ Date departing school: _____ Date returning to school: _____

Reason(s): _____

In order for a student to be granted approval from the principal (or designee) to go on a family activity during school time, the following steps must be completed before a decision is made. If an interpreter is used, be sure the interpreter also initial and date Step One.

Step One (TO BE COMPLETED BY PARENT/GUARDIAN)

- The family initiated the request 10 school days prior to departure.
- The parent/guardian agrees to the following: "I understand that the principal will not make a decision to grant permission until this form is completed. I understand that my child is only allowed to miss five or fewer days of school for a family activity. I also understand that if permission is granted, my child's homework assignments are due in their entirety on the first day she or he returns to school. Failure to provide assigned homework on the first day back to school will result in all my child's absences being counted as "unexcused". It is the responsibility of my child to turn in their homework on the first day. I will contact the school the day following my child's return to verify that all of the homework was received."
- If permission is granted, I will comply with the terms of this agreement.
- If permission is denied and if I choose to take my child on a family activity, his or her absences will be unexcused.

Parent/Guardian Name (Please Print) _____

Signature of Parent/Guardian

Date

Step Two (TO BE COMPLETED BY THE STUDENT'S TEACHERS)

- 1) This student is making adequate academic progress and I do not believe her or his academic performance will suffer as the result of a family activity.
- 2) This student is not making adequate academic progress and I believe her or his academic performance will suffer as a result of a family activity.
- 3) I have homework for the student to complete during the family's activity.

Signature of Advisory Teacher

Select 1, 2 and/or 3

Date

Signature of Period 1 Teacher

Select 1, 2 and/or 3

Date

Signature of Period 2 Teacher

Select 1, 2 and/or 3

Date

Signature of Period 3 Teacher

Select 1, 2 and/or 3

Date

Signature of Period 4 Teacher

Select 1, 2 and/or 3

Date

Signature of Period 5 Teacher

Select 1, 2 and/or 3

Date

Signature of Period 6 Teacher

Select 1, 2 and/or 3

Date

Step Three (TO BE COMPLETED BY OFFICE STAFF)

- A copy of the student's attendance record and student assignment list is attached.

Signature of Office Staff

Date

Step Four (TO BE COMPLETED BY PRINCIPAL/DESIGNEE)

- I have received the student's attendance and academic performance.
- The family requested permission 10 school days prior to departure.
- The teachers have assigned homework.
- The parent/guardian agrees that their child will miss five or fewer days of school.
- The parent/guardian agrees that their child will return homework on the first day back to school.
- The student will not be gone during statewide/districtwide testing.

*Permission for a family activity is granted for this individual child.

Signature of Principal or Designee

Date

*Permission for a family activity is denied for this individual child.

Signature of Principal or Designee

Date