

FAMILY ACTIVITY ATTENDANCE FORM

Name of Student: _____ Grade _____ Homeroom _____

Today's Date _____ Number of Days Out _____ Date Leaving _____ Date Returning to School _____

In order for a student to be granted approval from the Principal, Assistant Principal, or Social Worker to go on a family activity during school time, the following steps must be completed before a decision is made.

Parent is to return to Office for sign-off & copy of form on:

Step 1 _____

circle

The family initiated their request 10 school days prior to departure. YES NO 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 the assigned homework on the first day back to school will result in all of 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."

Signature of Parent _____ Date _____

Date to Main Office

Step 2 _____

A copy of the student's current and last year's attendance record is attached.

Date to Main Office

Step 3

____ 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.

____ This student is **not** making adequate academic progress and I believe her or his academic performance will suffer as the result of a family activity.

____ I gave homework on _____ for the student to complete during the family's activity.

Signature of Teacher _____ Date _____

Date to Main Office

Step 4

____ I have received the student's attendance and academic performance.

____ The family requested permission 10 school days prior to departure.

____ The teacher(s) 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 MCA, NALT or MBST testing.

"Permission for a family activity is **granted** for this student" _____

Signature of Principal, Assistant Principal or Social Worker

Date

"Permission for a family activity is **denied** for this student" _____

Signature of Principal, Assistant Principal or Social Worker

Date

Step 5

Email address the Main Office can send this completed form to: _____

Step 6

____ I understand that permission was granted and I will comply with the terms of this agreement.

____ I understand that permission was denied and that if I choose to take my child on a family activity, his or her absences will be unexcused.

Signature of Parent _____ Date _____

Notes: