

Sunset Elementary School
FAMILY TRIP APPROVAL REQUEST

(For family trips of one or more days)

Please turn in to the office at least one week prior to the scheduled absence date(s).

*Absences due to a family trip **may be excused with prior principal permission.** When your child returns from an excused absence, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. Make-up assignments are not provided in advance.*

Issaquah School District *Elementary Schools Parent Handbook*

Please make an attempt to schedule family trips during non-school dates. It is very difficult to "make up" lost instructional time. Absences for family trips without prior principal permission will result in an **unexcused absence** for the dates.

Children's Names

Teacher

_____	_____
_____	_____
_____	_____

Date(s) of Absence: _____

Parent's Signature

Date

Absences are approved unless notified otherwise.

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For office use:

___ Trip approved

___ Trip not approved. Explanation: _____

Principal or Designee's Signature

Date

Original: Attendance file