Trip Preapproval Request Form

Although the scheduling of family trips during the instructional year is not encouraged, we recognize that students may benefit educationally by accompanying their parents/guardians on trips. Parents requesting approval of a student’s absence due to a scheduled family trip are asked to provide information below and submit this form to the building principal prior to finalizing arrangements, but at least one (1) week before the trip.

Student(s) Information (List all siblings in WSSD schools attending the trip):

Student Name: ___________________________ Student Name: ___________________________
Building Enrolled: ___________________________ Building Enrolled: ___________________________
Student Name: ___________________________ Student Name: ___________________________
Building Enrolled: ___________________________ Building Enrolled: ___________________________

Trip Information:
Start Date: ___________ End Date: ___________ Total School Days: _______ Date student returns to school: ___________

Destination/Educational Benefit of Travel: __________________________________________________________

Guidelines for Approval (WSSD Board Policy 204)

Parents are reminded to review Policy 204: Attendance, found on the District website, prior to submitting this form for approval to the building principal. When multiple children are involved, each building principal should be provided a copy of the approval request.

(Office Use Only)

Status: □ Approved □ Not Approved

Principal’s Signature: ___________________________ Date: ___________________________

Comments:
________________________________________________________________________________________