HILLIARD CITY SCHOOL DISTRICT  
FAMILY TRIP APPLICATION

|  |  |  |  |
| --- | --- | --- | --- |
| TO: |  |  |  |
|  | Building Principal |  | Date |

This application is to be completed at least two (2) weeks in advance of the planned trip, and presented to the principal for consideration. Each student is limited to one approved trip per school year without loss of academic standing, provided proper assigned make-up work is completed, including tests and final examinations.

Before completing this application, the parent or guardian should give careful consideration to the current academic standing and attendance record of the student(s).

I am hereby requesting that (list name of student, or students):

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|  |

be excused from school according to Board Policy JED, from:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | to |  |  |  |  |  |
| month |  | day |  | year | month |  | day |  | year |

|  |  |
| --- | --- |
| REASON(S) FOR THIS REQUEST: |  |
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|  |  |  |
| Signature: Parent/Guardian |  | Date |

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| --- | --- | --- |
|  |  |  |
| Signature: Principal |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Approved |  |  | Denied |