



# Family Activity Form

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Classroom: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Date departing school: \_\_\_\_\_ Date returning school: \_\_\_\_\_

For a student to be approved the School Leader (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 initials and dates Steps 1 & 5.*

### Step 1 Parent/Guardian

- The family initiated their request 10 school days before departure.
- The parent/guardian agrees to the following:

“I understand that the school leader will not decide to grant permission until this form is completed. I understand that my child is only allowed to miss five or fewer school days 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 they return 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/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
If interpreter used Initial and date

\_\_\_\_\_  
Date

### Step 2 Administration Office

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

\_\_\_\_\_  
Signature of Administration Office Staff

\_\_\_\_\_  
Date

### Step 3 Classroom Teacher

- This student is making adequate academic progress and I do not believe their academic performance will suffer as a result of a family activity.
- This student is not making adequate academic progress, and I believe their academic performance will suffer from the family activity.
- I gave homework on \_\_\_\_\_ for student to complete during the family’s activity.

**Step 4 School Leader**

- I have received the student's attendance and academic performance.
- The family requested permission 10 school days before 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, Fastbridge, or Executive Functioning

Decision:

- Approved - Permission for a family activity is granted for this individual child.
- Denied - Permission for a family activity is denied for this individual child.

\_\_\_\_\_  
Signature of School Leader or Designee

\_\_\_\_\_  
Date

**Step 5 Parent/Guardian**

- I understand that permission was granted and 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, their absence will be unexcused.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
If interpreter used Initial and date

\_\_\_\_\_  
Date