

**MSD OF MARTINSVILLE**

**FAMILY TRAVEL NOTIFICATION**



**Parent/Guardian: Please read the following position statement:**

It is the position of the MSD of Martinsville that school attendance each day is very important and that days missed are detrimental to excellent achievement. Therefore, the MSD of Martinsville discourages parents/guardians from taking students out of school for family travel.

I/We, the parent(s)/guardian(s) of \_\_\_\_\_, a student in the \_\_\_\_\_ grade, is notifying the school that he/she will be accompanying me/us on family travel while school is in session. He/She will be absent for the travel starting on \_\_\_\_\_ (date) and will return to school on \_\_\_\_\_ (date).

I/We understand that this notification must be presented to school officials at least three (3) days prior to the first day of travel and that the student must be accompanied by the person(s) signing this request. Furthermore, I/we understand that no family travel requests will be approved for the last week of any term and that requests may be made once a school year for a maximum of five (5) days.

I/We also understand that \_\_\_\_\_ shall be given credit for all work made up (to the teacher's satisfaction) within five (5) school days after returning to school.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Stipulations that should be met/followed prior to the family trip.

1. This family travel will not cause the student to exceed ten (10) days of absence this school year.
2. One or both parents/guardians will be accompanying the student.
3. All details of making up assignments and tests have been completed.
4. All of the conditions outlined above have been met.

Days Absent \_\_\_\_\_ As Of \_\_\_\_\_ # of Vacation Days \_\_\_\_\_

To the teachers of \_\_\_\_\_

In order for a student to be given full credit for assignments for family travel, they must first make contact with ALL of their teachers to obtain the homework that they are required to submit upon their return to school.

Please list your course and sign your name indicating that the student mentioned above has met their obligation prior to the family travel notification.

Course	Teacher