



NORTHWESTERN HIGH SCHOOL

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 Tim Shoaff, Principal • Jackie Berkshire, Assistant Principal • Ericka Echelbarger, Student Services Director • Michael Horstman, Athletic Director

TRIP FORM

TO: Parent/ Guardian

FROM: Northwestern High School Office of the Assistant Principal

STUDENT NAME: _____

GRADE: 9 10 11 12

Family Vacations: It is strongly recommended that families take their vacations during regularly scheduled student breaks. If a student misses school due to a family vacation, the days will be excused if: (1) the student is not over the attendance limit per the student handbook (2) the student is accompanied by a parent/ guardian while on vacation, (3) the form is returned to the attendance secretary prior to the first day of absences. Family vacations will not be approved and will be considered unexcused absences during final exam weeks.

Student Responsibility: I understand that I am responsible for notifying teachers prior to my absence and for collecting any work that I need to complete while I am not in attendance at school.

 Student Signature

 Date

I plan to accompany student on a family trip which will necessitate the absence of my child from school of the following date(s)

Other (please explain): _____

Date(s): _____

 Parent Signature

 Date

 Phone Number

 Attendance Secretary

 Date Received

 Assistant Principal

 Date Received

Approved _____ Denied _____ Date _____