Franklin Towne Charter School
Board of Trustees
FAMILY TRIP POLICY

Franklin Towne students may be excused from school attendance to participate in family trips. Franklin Towne families wishing to travel during the school year must submit a written request for approval of the travel dates at least two weeks in advance. Parents will be informed, in writing, when the dates are approved or the reason(s) for the request being denied.

If it is determined that one sibling is ineligible for approval for a planned absence, the school will deny the request for all enrolled students within that family.

There will be no trip absences approved during quarterly or standardized testing. There will be no trip absences approved during the first two weeks of school or the last two weeks of school. Planned absences that shorten the school year by coinciding with either the beginning or the end of the school year or a school break are not permitted. Franklin Towne will make NO exceptions to this rule for any family requesting planned absences.

Franklin Towne will review the following before approving a trip: the length of the trip, the number of absences and late arrivals accumulated to date, the student's academic and disciplinary performance, and the standardized testing schedule. If a student should accrue additional absences after approval but prior to the planned trip, the trip request will be reviewed to ensure the trip will not put the student in jeopardy of violating the attendance policy.

It is the responsibility of the parent/guardian or student to contact the student's teacher(s) a minimum of one (1) week in advance of travel to request any assignments that will be missed. All missed work must be completed and submitted to the teacher(s) upon returning to the school. Forms are available in the main office for families requesting approval of travel dates. Forms for approval will not be accepted after the travel dates.
This form must be turned in AT LEAST TWO (2) WEEKS PRIOR to the travel dates. Parents will be informed, in writing, when the dates are approved or the reason(s) for the denial.

First date absent: _________________ Date returning: _________________
Total number of days absent from school: __________________________

**Students attending trip:**

Name: ___________________________ Grade: ______ Room: ______
Name: ___________________________ Grade: ______ Room: ______
Name: ___________________________ Grade: ______ Room: ______

Reason for trip: ________________________________________________________

Parent/Guardian Signature: ___________________________ Date: ______

---

Office Use Only

**Grades:**
Current:
Math_________ ELA_________ Science_________ SS_________

**Attendance to date:**
Total: ___ Unexcused: ___ Late: ___ Prior Year: _________

Extends School Break: _____ Yes _____ No
Number of Demerits: _____

Assistant Principal Signature: ___________________________ Date: ______

__ Approved __ Approved with conditions (see below) __ Denied (see below)

__________________________________________________

__________________________________________________

__________________________________________________

Signed Contract Returned: Y or N