

Capitol Hill Magnet School Guidelines for Student Travel

Newly-adopted truancy laws outline acceptable and unlawful excuses for student absences and allow schools to develop policies to determine whether an absence is counted as approved, excused or unexcused. While recognizing that travel can provide many educational opportunities for students, certain criteria must be met for student absences to be approved.

Whenever possible, travel should be completed during vacation times to limit the number of instructional days students miss.

If students will be missing school due to travel, the following requirements must be met for the absences not to be counted as truant, and to save the student's space:

- Minimum prior notification of two weeks
- All homework must be thoroughly completed; this includes the Travel Packet and any missed major curriculum concepts/projects. If student fails to complete the homework, the absence is automatically counted as unexcused.
- Complete the form below and return to your child's home base teacher for approval. the teacher will then submit the form to the Capitol Hill Administrator's for approval. Once approved, you will receive a signed copy of this form.

Approval for travel may be denied if the student is significantly behind in his/her schoolwork and/or there are concerns regarding excessive tardiness or absences.

Complete this portion and return to student's homebase teacher at least two weeks prior to travel.

Student _____ Grade _____ Teacher _____

Parent/Guardian Name: _____ Day phone: _____

Address: _____ Evening phone: _____

Date(s) of Absence: From: _____ To: _____

Travel location and plans: _____

Parent/Guardian: _____ Date: _____

Principal/Asst. Principal: _____ Date: _____

Homebase Teacher: _____ Date: _____

Administrative Approval:

_____ Approved for unexcused absence _____ Approved for excused absence