



SUSSEX COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT
P.O. Box 351, Georgetown, DE 19947
Attendance Office 302-854-2817

FAMILY TRIP REQUEST FORM

PERSONAL DATA

Name _____ Grade _____

Address _____

Phone _____ Email _____

TRIP INFORMATION

Destination _____ Number of School Days to be Absent _____

Date Leaving (First Day Absent) _____ Date Returning (Last Day Absent) _____

Period	Course	Teacher's Initials and Date	Current Average and Comments
1			
2			
3			
4			
5			
6			
7			
8			

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

This form is to be used for informational and documentation purposes only by the Sussex County Vocational Technical School District and in no way condones nor promotes non-school related trips during dates when school is in session. These absences will be coded as **APN** (Approved Parent Note). However, when your approved parent/guardian notes exceed ten days these days will be coded as **AU** (Absent Unexcused). Please refer to the attendance policy found in the Student Handbook for further clarification.