

CHRISTOPHER CHEW, Ed.D.  
Superintendent of Schools

COURTNEY L. MORAN, M.Ed.  
Assistant Superintendent



GERARD COUGHLIN, M.Ed.  
Director of Special Education and SEL

MAGALY RODRIGUEZ RONAN, M.Ed.  
Director of Equity, Curriculum, and Instruction

JENNY LIN, CPA  
Director of School Finance

**Westford Public Schools  
Administrative Offices**

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**Travel Unenrollment Request Form**

*Prior to any travel which will result in a student's absence for more than ten (10) consecutive school days, the caregiver must unenroll their child from school. If the travel is outside of the United States, then you must unenroll your child and reenroll him/her upon your return. If the travel is within the United States and the child is not being enrolled in another school, a homeschool application must be completed to ensure the child is still being educated while traveling.*

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

I, \_\_\_\_\_, caregiver of the above mentioned student, request that my child be unenrolled from Westford Public Schools due to vacation/travel plans that exceed 10 consecutive days of school.

Last day student will attend school: \_\_\_\_\_ Traveling To: \_\_\_\_\_

Anticipated Date of Reenrollment: \_\_\_\_\_ # of School Days During Travel: \_\_\_\_\_

<p><b>Check one:</b></p> <p><input type="checkbox"/> I am traveling outside of the United States.</p> <p><input type="checkbox"/> I am traveling within the United States, therefore, I have completed a homeschool application and submitted it to Magaly Ronan - Director of Equity, Curriculum &amp; Instruction.</p>
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\_\_\_\_\_  
Caregiver's Name Printed

\_\_\_\_\_  
Caregiver's Signature

<b>For office use only:</b>	
Date Unenrolled: _____	Actual Date of Reenrollment: _____
Principal's Signature: _____	