

Educational Family Trip/Pre-Approved Absence Request

Lancaster County Christian School

For Office Use Only
Date Obtained: _____
Date Received: _____
Notified: _____

Return completed form to the attendance office at least one week before the proposed date of absence.
 Final arrangements for travel should not be confirmed until approval for the absence has been received.

SECTION 1: Parent(s), please complete this section

Student's Name: _____ **Grade:** _____ **Today's Date:** _____

Date(s) of Requested Absence: _____

Reason(s) for Request for Student's Absence (Include specific places to be visited and planned activities):

SECTION 2: Signature – Parents/Guardians

We have read the school policy and guidelines (on reverse side), and we are aware of the responsibilities, which we have assumed. We further agree to abide by the stipulations as set forth in the policy and guidelines.

Parent Signature: _____ Date: _____

SECTION 3: Signature - Administration

_____ Approved Prior Requests: _____

_____ Not Approved Reason(s): _____

Administrative Signature: _____ Date: _____

Students, have teachers complete this section.

Students must take this form to each teacher to fill out and sign.

Subject	Work to Be Completed OR Work the Class Will Cover While Absent	Teacher Signature
Bible		
English		
Math		
Science		
Social Studies		

Pre-approved Absence Request

Pre-approved Absence: Discretion is strongly advised in seeking approval for a pre-approved absence. While special events and trips could be advantageous for some students, they could also be detrimental for others. Absences for students who are just maintaining passing grades could have a serious negative effect on class studies and grades. Parents are asked to give this careful consideration before deciding on a trip or activity. Please complete this form and submit to the office at least one week prior to the date of the requested absence.

Students are expected to make arrangements with all teachers for any work that they will miss prior to a pre-approved absence. Students should make every effort to complete the work before leaving. If this is not possible, then they will be expected to have the work completed upon their return. Following approval, students will receive a copy of this form to document assignments for each class that will be missed.