

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 three days (Leola) and one week (West Lampeter) 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 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/Staff

_____ Approved	Prior Requests: _____	Attendance Record to date
_____ Not Approved	Reason(s): _____	# of Absences _____
		# of Pre-planned _____

Administrative/Staff
Signature: _____ Date: _____

Students, it is your responsibility to get all homework assignments.

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.

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.