

Educational Travel Form



**MANHEIM
CHRISTIAN
SCHOOL**

Students may be excused for educational travel such as non-school sponsored sports, hunting, farm show, theater/musical events, vacations or trips. In order to have these absences excused, this form must be completed by the parent and **turned in to the office at least one week before the scheduled event.** Prior approval is required for the absence

to be considered excused. A maximum of five such days will be excused

in one school year. All additional days will be recorded as unexcused. Educational experiences should not be scheduled during the first or last few weeks of each quarter, or during achievement testing.

Grades K-4: The teacher will be informed and will provide work to be completed on the trip.

Grades 5-8: The student is responsible to take this approved form to each teacher to gather assignments for the days that will be missed. The student is responsible to arrange to make up all class work, tests, quizzes and other assignments missed **within two days of returning to class.**

Student Name _____ **Grade** _____

Teacher _____

Dates of Proposed Absence _____

Description of Educational Experience

(please be specific about educational objectives)

Parent Signature _____ **Date** _____

To be completed by school personnel

Number of Absences to Date:

Excused	_____
Unexcused	_____
Other	_____
Total	_____

Teacher/Attendance Recorder Signature _____

Administrator: Approved _____ **Disapproved** _____

Administrator Signature _____ **Date** _____