

CATALYST CHRISTIAN SCHOOL
PLANNED EDUCATIONAL ABSENCE FORM



Directions:

1. Please read the policy statement on the reverse side of this form before proceeding further.
2. Return completed form to the office **at least 7 school days** before making final arrangements for travel.

Name(s) of student(s) _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

Date(s) of proposed absence _____
(not to exceed five days per year)

Person(s) directing and/or supervising student(s) during above absence.

Name _____

Address _____ Phone _____

Itinerary of trip. Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom:

Teachers, the above student(s) have 5 school days upon return to complete work, ect.

WE HAVE READ THE SCHOOL POLICY AND GUIDELINES (ON BACK), 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.

(Upon approval this form serves as the excuse from school on the above listed dates)

Date _____ Parent Signature(s) _____

FOR SCHOOL USE ONLY:

Prior Requests _____ Dates _____

Determination: Approved _____ Not Approved _____

Comments _____

Date _____ School Official _____

PLANNED EDUCATIONAL ABSENCES

There is policy provision for excused absences that have family value. Discretion however is strongly advised in seeking approval for such trips. While time away from class may not place some students at a serious disadvantage, it could be detrimental to other students.

Please remember that planned absences for those students who are just maintaining passing grades will have a negative impact on regular class studies and grades.

Parents are asked to give this careful consideration before deciding on a trip.

When planning an absence, parents must comply with the following procedures and parameters.

- Secure a planned educational absence form from the school office.
- The completed form should be submitted to the administrator at least 7 school days before making final arrangements for travel.
- **The trip should not exceed five days of absence per year*.**
- Any days beyond this will be considered illegal. Students are permitted three unexcused absences before their local school districts are informed and fines are imposed.
- Parents should not expect teachers to provide work prior to their departure. Some school work may be sent by a teacher while other work will need to be completed upon your return.
- It is strongly suggested that any work that is prepared by the teacher be completed prior to returning to class so academic struggles are minimized. When that is not possible, the student will have **up to 5 days upon return to classes to complete assignments** he or she misses.

***ANY EXCEPTIONS TO THE ABOVE PROCEDURES ARE MADE ONLY BY
CONSULTATION WITH THE ADMINISTRATOR.**