

Calvary Christian Academy

High School Family Trip Request Form



Important Information:

- (1.) CCA seeks to partner with families and will approve most trip request forms. However, it is important to keep in mind that trips during the school year are difficult. Students have a tendency to fall behind. When they return, they struggle to complete missed work on time as they are also managing current material. It is important that parents take on the responsibility of helping their child manage missed work in the agreed upon time frame listed below. Teachers must continue to move forward with their classes and are unable to manage or monitor students that missed school due to a Family Trip.
- (2.) Please keep in mind that absences, while approved, are cumulative in nature and count toward our excessive absence thresholds. Please see Truancy Progression Chart in Parent/Student Handbook. At 15 days Absent, a student may not be able to receive course credit.
- (3.) Please fill out this form 10 days prior to planned Family Vacation so that your child has the time to get each of his/her teachers to complete the form and provide information on the missed work and expected due dates.
- (4.) Parent signature, Student signature, Administrative signature and teacher initials are required in order for this request to be approved.

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

Grade: _____ **Homeroom Teacher:** _____

Reason for loss of school days: _____

Dates child will not be in school: _____ to _____

+Please see the reverse side of this document for information on classes and missed work.

+Students must take this form around to each of his/her teachers and have them fill out the reverse side of this document.

Class	Work to be Completed	Comments/Due Dates:	Teacher Initials:

The work detailed in the chart above must be completed and turned in by the times issued by each teacher. Students must take the initiative to turn the work in. Any work that is not turned in by the listed due date will be scored a zero. We never want it to come to this so we ask that you pay close attention to the work and due dates listed above.

Student Signature: _____

Parent Signature: _____

Administrator Signature: _____