



# HERSHEY CHRISTIAN ACADEMY

Because Every Child Is Worth It.

## EDUCATIONAL TRIP FORM

Form must be completed, submitted and approved FIVE DAYS IN ADVANCE of the requested time off. Copies: Parent; Teacher(s); Administrator; Office

### 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 LOCATION(S) to be visited and planned activities):

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### SECTION 2: Students, have teachers complete this section (BEFORE filling out section 3)

Students must take this form to each teacher to fill out and sign. Once completed, students must then take the form home for parents/guardians to sign. After all information is complete and form is signed, students may then return the form to the office.

Subject	Work to be completed OR Work the class will cover while absent	Teacher Signature
Bible		
English		
Math		
Science		
History/Social Studies		
Spanish		

### SECTION 3: Signature – Parent/Guardians (only AFTER section 2 is completed)

(DO NOT SIGN until teachers fill out section 2)

I/We acknowledge that we have seen the list of work that our child(ren) will miss during this extended absence.

I/We agree that our child(ren) will have the above-mentioned work **completed and ready to hand in upon returning to school** after this absence in accordance with the policy as stated in the School handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 4: Signature – Administration

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved Reason(s): \_\_\_\_\_

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_