

# Dayspring Christian Academy

## Attendance Policy Exception Form

To be completed **at least one week** prior to the trip

### Terms:

1. The student is responsible to make up any work that is missed during the absence.
2. Students (and/or parents) assume responsibility to make arrangements with the teachers for any homework or special projects that should be done during the trip.
3. Parents should not assume approval of the trip until they have received this form back with final approval from the principal. Absences during this time that are unapproved will be considered **unexcused** and follow the policy outlined in the Family Handbook.
4. Exceptions **will not** be granted if:
  - a. form is not submitted **at least one week** prior to the trip
  - b. the student is behind on work or failing a subject.
  - c. the total days for all prior absences and tardies are excessive (see Family Handbook)
  - d. the request is during finals week or during a major exam or during SAT testing.
  - e. the request is during the first 2 weeks of the school year.

### Step 1. Please complete the following Educational Trip Information

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ Location of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Step 2. Preliminary Principal Approval \_\_\_\_\_ Date \_\_\_\_\_

### Step 3. Students are to have all their teachers, whose classes they will miss, sign the form below:

#### Teacher Approvals:

Teacher Signature

Subject, Grade and Assignment Status

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Step 4: Final Principal Approval

\_\_\_\_\_  
Date

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Reason \_\_\_\_\_

Step 5: Office - Copy and Return to Student \_\_\_\_\_