

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 approval from the principal. Absences that are unapproved will be considered **unexcused** and follow the policy outlined in the Family Handbook.
4. **Please note that it is the student's responsibility to obtain their principal's signature. Please do not scan uncompleted forms to the office, teachers, or principal.**

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. Principal Approval _____ Date _____

Approved _____

Disapproved _____

Reason _____

Step 5: Office - Copy and Return to Student _____