

Dayspring Christian Academy

Attendance Policy Exception Form

To be completed at least one week prior to the trip

Please use a separate form for each student

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. Please see the attendance section of the handbook for an example of reasons an absence may not be approved as well as details regarding assignment due dates for approved absences.
4. **Please note that it is the student's responsibility to obtain their principal (US) or teacher's (LS) signature. Please do not scan uncompleted forms to the office, teachers, or principal.**

This section is to be completed for Lower School students:

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. Teacher Approval _____ Date _____

Step 3. Principal Approval _____ Date _____

This section is to be completed for Upper School students:

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 _____

Office - Copy and Return to Student _____