

# Trinity Christian Academy Planned Absence Request

*This form must be completed and returned to the secondary office at least one week prior to the requested absence.*

_____	_____
Student Name/ Grade	Date of Request (one week prior)
_____	_____
Reason for Absence	Dates of planned absence

The above student has requested this date(s) for a planned absence. As stated in the handbook;

## **Planned Absences (mission trips, family vacations, and other educational trips)**

The TCA school calendar includes many holidays as well as spring and summer breaks. Parents and students are asked to schedule mission trips or family vacations during these breaks so that students do not miss important class time. Parents and students are also asked not to extend existing school holidays and breaks into longer family trips.

Up to five days for personal family trips may be taken per school year. These days **do count** as absences. Families are to inform TCA administration at least one week in advance when a student will miss school for such a trip in order for the absence to be excused. Averages in all classes must be passing in order for the trip to receive administrative approval and for the absences to be considered excused.

Students are to collect work from teachers **prior to leaving** and turn this work in prior to leaving or upon their return. Tests or quizzes missed during a planned absence are to be taken upon the student's return to school unless prior arrangements have been made with the child's teacher.

## **Excessive Absences**

In order to receive credit for a class, students may not be absent from a class more than 10% of the total days per semester (9 or less absences permitted). If absences exceed this number, the case may be appealed to the TCA administration. Administration will choose either to deny credit or, if acceptable extenuating circumstances exist, provide an alternative solution that will allow the student to regain the credit by assigning additional work or class time.

_____	_____
Secondary Principal	Date

I have read and understand the above information. I also understand that pre-approved excused absences do count toward the 10% maximum described above.

_____	_____
Parent Signature	Date