

Trinity Christian Academy

Planned Absence Request

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

Student Name/ Grade

Date of Request

Reason for Absence

Date(s) of planned absence(s)

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** in the number of absences allowed under the 10% rule ("Excessive Absence" section of the TCA General Family Handbook.) 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 the 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.

Elementary Principal

Date

I have read and understand the above information. I understand that the excused absences do count toward the 10% maximum as described above.

Parent Signature

Date