

SEEDS OF FAITH CHRISTIAN ACADEMY
Attendance Policy No. 202

Request for Educational Tour/Mission Trips/Other Tours

A student may be excused from school attendance in order to participate in a nonschool district sponsored educational tour or trip. An educational tour or trip is defined as a planned activity or experience that serves to enhance a student's educational growth. Parents/Guardians requesting permission for a student to be absent from school for an educational experience must request the form from the school or appear in person for the form. Retroactive requests will not be considered. To be approved requests must meet the following conditions:

- a. The request must be submitted for approval at least two (2) weeks by parents/guardians prior to the educational tour or trip.
- b. The student's participation on the trip or tour must be approved by the Administrator/Principal. Without approval, the absence will be unexcused and all make-up privileges will be forfeited.
- c. There is an adult who is directing and supervising the student during the trip or tour who is acceptable to both the parents/guardians and the Administrator/Principal.

The school district may limit the number and duration of tours or trips for which excused absences may be granted to students during the school term.

Student _____ Grade _____ Homeroom _____

Date(s) of absence _____

Description of educational experience _____

Name and relationship of accompanying adult _____

Parent/Guardian Signature _____ Date _____

Approve Not Approved Administrator Signature _____

Date _____

Subject/Class	Teacher Signature	Subject/Class	Teacher Signature