

**New Covenant Christian School**  
**Educational Excuse Request Form**

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**This form is required for absences of three (3) or more consecutive school days and must be submitted at least 2 to 3 weeks prior to the first day of the absence.**

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**Parents complete Section 1.**

**SUBMIT TO OFFICE.**

**One form is required per student.**

**Student name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dates of proposed absence:** \_\_\_\_\_

**List Teacher(s):**

Grades K4 – 5, Homeroom \_\_\_\_\_ Grade 4/5 Math: \_\_\_\_\_

Grades 6 – 12, Bible: \_\_\_\_\_ Spanish: \_\_\_\_\_

History: \_\_\_\_\_ Language Arts: \_\_\_\_\_

Science: \_\_\_\_\_ Math: \_\_\_\_\_

Jr/Sr Academic Electives: \_\_\_\_\_

Student receives Supplemental Support Services (circle one):    yes    no

List in-season Sports/Athletic involvement affected by this absence: \_\_\_\_\_

Brief description of trip (include location): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Educational benefits of the trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent's primary phone number: \_\_\_\_\_ Work #: \_\_\_\_\_

Parent's printed name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The administration and teacher(s) involved will evaluate the effect such an absence would have on the academic success and progress of the student.**

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**Guidelines for Excused Absences for Students Taking Non-School Educational Tour or Trip**

1. This form must be submitted to the school a minimum of five days prior to the trip (except in an emergency). Parents/Guardians will be notified in any case in which the request is denied.
2. No more than five school days per student will be approved for educational trip/tour requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the principal well in advance of the requested dates for absence.)
3. Unless there are extraordinarily unusual or emergency circumstances, such requests will NOT be approved during 4Sight testing (dates on school calendar), when a student has accumulated an excessive number of unexcused absences, or when the student is in academic jeopardy.
4. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school. Teachers are not required to provide work prior to the trip.
5. Days that are not approved for an educational trip are unexcused.

**Office/Administration completes Section 2.**

Date Request Received: \_\_\_\_\_

- Number of School Days Requested \_\_\_\_\_
- Total Number of School Absences to Date: \_\_\_\_\_, of these \_\_\_\_\_ are Unexcused
- Number of Days Absent for Trip: Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

**Teacher Comments/Concerns**

Teacher Signature	Subject	Comments/Concerns

- No academic concerns
- Moderate academic concerns
- Strong academic concerns

\_\_\_\_\_  
Mrs. Stephanie Snyder, Director of Academic Services Date

- Approved
- Not Approved

\_\_\_\_\_  
Mr. James Hubbard, Principal Date

Copy to family \_\_\_\_\_  
Date