

YSCP's Educational Trip Form

Because of the importance of class attendance, the school does not recommend lengthy student absences whether excused or unexcused. The policy for Educational Tours and Trips- not school-sponsored- is as follows:

- A determination by the CEO that the trip is educational and excusable.
- We strongly recommend that before booking your trip, you submit this form for approval. **Parents must request approval at least two weeks prior to the trip;** otherwise, the educational trip may be denied or there may be inadequate time to provide assignments.
- Up to ten days in any academic year may be excused for educational trips. Additional absences for educational trips will be unexcused.
- The appropriateness of assignments given will be determined by the teachers and the CEO. Teachers may require such assignments as math, written logs, reading, and/or written reports.
- Any exceptions to this policy due to extenuating circumstances must be approved by the CEO, Excusal of prolonged absence will be considered on an individual basis.
- For middle school, the homeroom teacher will provide the student with the necessary forms to be completed and signed by subject teachers to make arrangements for the missed work. Upon returning from a trip, all of the assignments are due upon the first day of the student's return to school.

This section is to be completed by the parent/guardian and submitted to the student's homeroom teacher at least two weeks prior to the trip.

Student Name _____ Grade _____

Today's Date: _____ Dates of trip: From _____ to _____

Number of school days that will be missed: _____

Description of trip (Please include the educational opportunities or events available to your student):

Signature of parent/ guardian _____

This section is to be completed by your student's homeroom teacher(s) and forwarded to the respective Assistant Principal and CEO within three days.

Will assignments be given to the student to complete while on trip? Yes _____ No _____

If yes, list anticipated assignments and date they must be submitted after the trip: _____

Teacher's signature _____ Date _____

This section is to be completed by the Assistant Principal and CEO.

Total number of days student has been absent for educational trips _____

Total number of days for this trip _____

Signature of Assistant Principal _____ Date _____

Signature of CEO _____ Date _____

*If work is not submitted upon the first day of return, it will affect your student's grade and jeopardize approval of future educational trip requests.