



Parent Request for Extended Absence for Educational Travel

All extended absences for travel must be approved by the school prior to the student being absent, to be considered excused absences. Bear Creek Community Charter School recognizes the uniqueness of our school community and realizes that many times trips by parents occur at times other than school holidays, and these trips can be of an educational nature. With this in mind, excused absences for this purpose, up to five days, may be allowed per school year. The student's grades and record of prior absences will be taken into consideration, along with the nature of the trip, in determining approval. To be considered excused, the trip must have an educational value, and must meet the following criteria:

1. Absences must have prior approval by school administration.
2. All of the student's core teachers must be provided prior notice.
3. School work assigned prior to the field trip must be made up on the day the student returns. This is the student's responsibility.
4. Absences will only be approved for travel with parents, and in certain instances, with other adult family.
5. Educational field trips will be considered for up to five (5) days in duration. A maximum of five (5) absences will be considered during a given school year.
6. Students must complete and submit an educational journal upon their return detailing the educational value of the trip.

This form must be completed and returned to the student's homeroom teacher in advance of the trip. It must be signed by the student's Core Subject Teachers (Math, ELA, Science, Social Studies). Once returned and signed by the student's teachers, the form will be provided to the Main Office to be recorded and forwarded to the Director of Student Affairs for tentative approval, then final approval upon return and submission of written report/journal by the student.

Student's Name: _____ Grade: _____ Homeroom: _____

Dates of Proposed Absence: From: _____ To: _____

Total Number of School Days Absent: _____

Reason for Absences (*be Specific - the educational value of the trip must be explained on the request*):

Parent's Signature

Print Name

Date

Attention Students & Parents

Students must submit a journal detailing their educational experience during the days off from school, and return it to the Main Office on the day of their return to school, to be recorded and provided to the Director of Student Affairs for final approval. Final approval as an excused absence is based upon the return, review and approval of this journal.

Teacher Notice & Approval

Math Teacher's Signature: _____

Date: _____

ELA Teacher's Signature: _____

Date: _____

Science Teacher's Signature: _____

Date: _____

Social Studies Teacher's Signature: _____

Date: _____

Preliminary Administrator Approval

Cumulative Absences for current School Year: _____

Previous Field Trips Yes No Number of Days: _____

Approved Not Approved

Director of Student Affairs Signature

Final Administrator Approval

Student's School Work Completed & Current Yes No

Educational Journal Returned Yes No

Approved Not Approved

Director of Student Affairs Signature