



HERSHEY CHRISTIAN ACADEMY

Because Every Child Is Worth It.

EDUCATIONAL TRIP FORM

Form must be completed, submitted and approved FIVE DAYS IN ADVANCE of the requested time off.

Copies: Parent; Teacher(s); Office

SECTION 1: Parent(s), please complete this section

Student's Name: _____ Grade: _____ Today's Date: _____

Date(s) of Requested Absence: _____

Reason(s) for Request for Student's Absence (include **SPECIFIC** to be visited and planned activities:

.....
.....

Parent Signature: _____ Date: _____

SECTION 2: Signature – Administration

____ Approved

____ Not Approved Reason(s): _____

Administrative Signature: _____ Date: _____

SECTION 3: Assignments/Lessons

Parents and teachers will receive an email confirmation of approval/denial of this form from the school office. Student's assignments will be listed below and/or through the email confirmation correspondence.