

Manheim Christian Day School

Educational Travel Form

Students may be excused for educational experiences such as non-school sponsored sports, hunting, farm show, theater participation, musical events, vacations or trips. In order to have these absences excused, **this form must be completed by the parent and submitted to the school at least two weeks before the scheduled event.** Education days cannot be excused without prior approval. A maximum of five educational experience days will be allowed in one school year. All additional days will be recorded as illegal or unexcused days. Note to parents: It is recommended that these days NOT be scheduled during the first or last three weeks in a school term. **Students must make arrangements for all make up work within two days of returning to school.**

Student Name _____ Grade _____

Teacher _____

Dates of Proposed Absence _____

Educational Experience/Itinerary (please be specific about educational objectives – attach additional pages, if necessary):

Parent signature _____ Date _____

To be completed by school personnel

Number of Days Absent this Year:	Excused	_____
	Illegal/Unexcused	_____
	Other	_____
	Total	_____

Teacher's /Attendance Recorder's Signature _____

Administrator: _____ Approved _____ Disapproved

Administrator Signature: _____ Date: _____