

Sunbury Christian Academy
Educational Trip

According to state laws, not all trips can be counted as excused absences. State laws mandate what excused absences consist of.

- The state of Pennsylvania allows for three (3) unexcused absences. We must submit our attendance records to the public school district each year.
- Educational trips of five (5) days or less may be excused if the proper form is completed and submitted **10 days in advance**, and the administrator has granted approval.
- No more than five (5) school days will be excused during the school year. Beginning with the sixth day missed, the absences will be recorded as unexcused.
- Trips will not be approved during the following weeks: parent/teacher conferences, standardized testing, and final exams.
- Any trips taken without prior approval will be recorded as unexcused. (Notes turned in after the trip will not be honored.)
- **Students are not allowed to make up any of the work missed during any unexcused absence**, and all unexcused absences will be recorded on the student's discipline record.
- All days missed for any reason will be counted toward the total absences. Please be reminded that all absent days, including educational trips, will count toward the policy that states, if 18 days are missed, the student may be retained in the same grade the following year.

Please prayerfully consider taking your child(ren) out of school. Classroom instruction is a large part of the learning process, and there is no way to recover that instruction.

Student's Name	Grade	Teacher's Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dates student (s) will miss school: _____

Explanation of this educational trip:

_____ Parent's Signature	_____ Date
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(To be completed by Administrator)

Number of days excused _____ Number of days unexcused _____

_____ Administrator's Signature	_____ Date
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