

# DELONE CATHOLIC HIGH SCHOOL

## FAMILY TRIP REQUEST FORM

The student may be permitted to take two family trips, not to exceed a total of five days, and receive an excused absence. Parent(s) or guardian(s) are requested to complete the top part of the form and sign it. Students are requested to take the form to each teacher for the proper signature. Return the completed form to the Dean of Students' office two weeks prior to the trip.

All missed classwork and homework must be handed in on the day of return to school. Tests are required to be made up within three days of return. The student is required to make these arrangements on the day of return with each teacher. Teachers may require that an announced test be completed before leaving on the trip. Long-standing assignments (reports, etc.) must be turned in prior to the absence, if they would be due during the course of the absence. Exceptions to this would have to be arranged with the teacher.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Parent Guardian Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_ Number of school days absent: \_\_\_\_\_

Place(s) To Be Visited: \_\_\_\_\_

Other students in the family participating in the trip:

--	--

I am requesting an excused absence for my child on the dates indicated. The planned trip has educational merit and will be a benefit to the student and the family. Even though a teacher or teachers may disapprove of the trip due to academic reasons, I/we take full responsibility for our child's ability to keep up with his/her academic challenges and/or academic success.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Course	Teacher's Signature	Comments

Approved:		
Dean of Students	# of excused days	# of unexcused days