SHALOM CHRISTIAN ACADEMY

EDUCATIONAL TRIP REQUEST FORM OF THREE OR MORE DAYS

The Educational Trip Policy is outlined in the Parent/Student Handbook. The following guidelines must be followed regarding approval of a trip.

1. Requests for leave from school are to be submitted using the form below at least one week in advance and must be approved prior to the absence.

2. Students should collect assignments before leaving for their trip and complete as much as possible. They will have one week to make up missed assignments after they return or work will receive a zero.

3. Upon return from an educational trip, middle and high school students will be required to submit a project which reflects a summary of their experience. The project will be selected from one of the following options approved in advance:

- A journal with daily entries that describe activities and reflect personal growth
- A picture album of photographs or post cards with appropriate captions and commentary
- A two-page paper on a topic related to the educational experience of the trip and the benefits gained

Elementary students should submit a one to two page written or photo journal.

Name of Student (s) Grade(s)

_____ _____

_____ _____

_____ _____

Dates student(s) will be absent: _____

Specific places to be visited and activities of educational value _____

_____

_____

Name and relationship of adult who will accompany the student(s).

_____

Please circle below the type of project student will submit upon completion of trip. (See #3 above.)

Journal Picture album with captions Two-page paper Pictures on CD with captions

_____ _____

Parent's Signature Date

_____ _____

Principal's Signature Date