



**California Academy  
of Learning  
Charter School**

750 Orchard Street, California, PA 15419 \*\*\*\*\* 40B Trojan Way, Coal Center, PA 15423

Website: [www.calcharteracademy.org](http://www.calcharteracademy.org)

Heather Nicholson, CEO

### **Request for Excused Absence from School for a Pre-planned Educational Trip**

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Proposed Absence: \_\_\_\_\_

Name of Person(s) Directing and/or Supervising Student during Above Absence

\_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Itinerary of the trip: *Include activities which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Classroom assignments are the responsibility of the student to obtain, preferably prior to departure. All assignments must be completed. Upon their return, students shall be given the number of days to complete their assignments equal to the number of days absent.

*I certify that all of the above information to be true and agree to comply with the above conditions.*

\_\_\_\_\_  
Signature of Parent or Guardian      Date      Best Contact Phone #

*\*Please return this form to the Charter Office **2 weeks prior** to the pre-planned educational tour or trip.*

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SCHOOL USE: Date Received \_\_\_\_\_

Current # days Excused Absent \_\_\_\_\_ Current # days Unexcused Absent \_\_\_\_\_

Excused Absences request \_\_\_\_\_ approved \_\_\_\_\_ NOT approved

School Administrator Signature \_\_\_\_\_