



**California Academy
of Learning
Charter School**

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

Website: 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.*

SCHOOL USE: Date Received _____

Current # days Excused Absent _____ Current # days Unexcused Absent _____
Excused Absences request _____ approved _____ NOT approved

School Administrator Signature _____