

Covenant Day School “TRIP SLIP” Approval Request for Prearranged Absence

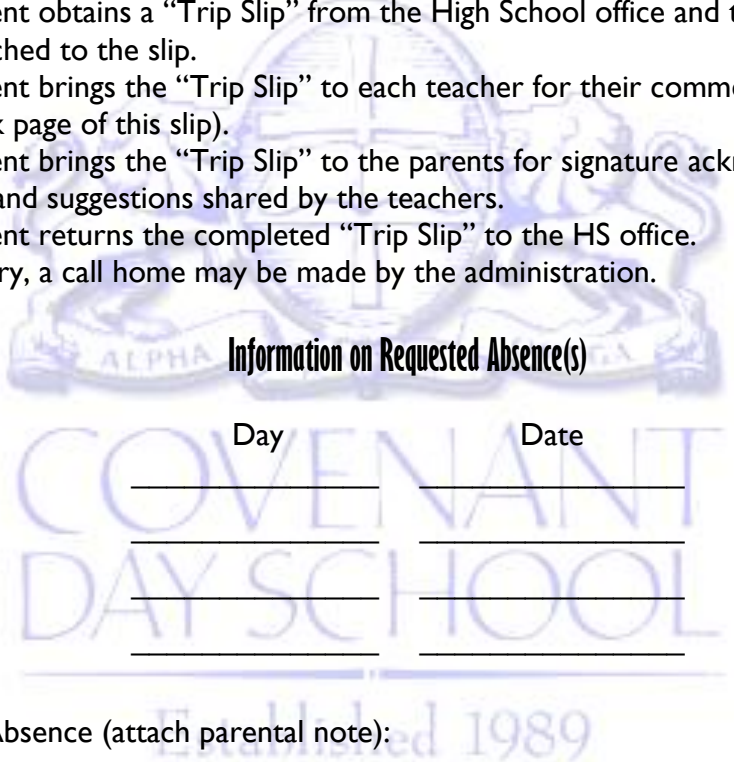
Today's Date: _____
Request should be initiated one week prior to anticipated absence.

Student Name (please print)

Student Grade

The procedure for the “Trip Slip” is as follows:

1. The student obtains a “Trip Slip” from the High School office and the parental note / letter is attached to the slip.
2. The student brings the “Trip Slip” to each teacher for their comments and signatures (see the back page of this slip).
3. The student brings the “Trip Slip” to the parents for signature acknowledging the information and suggestions shared by the teachers.
4. The student returns the completed “Trip Slip” to the HS office.
5. If necessary, a call home may be made by the administration.



Information on Requested Absence(s)

Day

Date

Reason for Absence (attach parental note):

As a parent of the student named above, I am aware of the school policies with regards to family trips (see Handbook) and have read the “Recommendation / Make-Up Plan” on the back of this page and accept responsibility for the absence and the make-up work associated with it.

Parent Signature

Date

RECOMMENDATION / MAKE-UP PLAN

Math: Teacher Initials: _____ Date: _____

____ Recommended w/o Reservation ____ Have Reservations ____ Not Recommended

Language Arts: Teacher Initials: _____ Date: _____

____ Recommended w/o Reservation ____ Have Reservations ____ Not Recommended

History: Teacher Initials: _____ Date: _____

____ Recommended w/o Reservation ____ Have Reservations ____ Not Recommended

Science: Teacher Initials: _____ Date: _____

____ Recommended w/o Reservation ____ Have Reservations ____ Not Recommended

Bible: Teacher Initials: _____ Date: _____

____ Recommended w/o Reservation ____ Have Reservations ____ Not Recommended

Foreign Language: Teacher Initials: _____ Date: _____

____ Recommended w/o Reservation ____ Have Reservations ____ Not Recommended

Other: Teacher Initials: _____ Date: _____

____ Recommended w/o Reservation ____ Have Reservations ____ Not Recommended

