Extended Absence for Educational Trip Request Form

When a student takes an extended trip, it is our school’s practice that the student’s Daily Attendance will be recorded as follows:

• The 1st - 5th consecutive school days missed are marked ‘Excused’
• The 6th – 14th consecutive school days missed are marked ‘Unexcused’
• On the 15th day, according to Virginia law, the student will be withdrawn from LCPS.

Upon your return, as long as space is available in the grade level, your child will be reinstated.

I understand that my child’s teacher will not be providing work in advance and work missed during his/her absence will be made up at the discretion of the teacher. I understand that many classroom learning experiences cannot be duplicated outside of the classroom. My child will keep a Learning Log documenting trip experiences and lessons learned while away from the classroom.

____________________________________________   ______________________________________________
Student Name                                                                           Teacher

____________________________________________   ______________________________________________
Expected Leave Date                                                                Expected Return Date

By signing this, I agree I am aware of RLC’s attendance practice for extended absences.

____________________________________________   Date
Parent Signature                                                                       Date

Bottom portion to be signed upon the student’s return

_____ Space is currently available in your child’s grade level in the same class.

_____ Space is no longer available in your child’s grade level and/or class. He/she will be placed as follows:

_________________________________________________________________________________

_____ Learning Log submitted to main office.     Date: ________________________

____________________________________________   Date
Parent Signature                                                                       Date

This form will be filed in your child’s Cumulative Academic Folder.