

# Request & Approval

## Christian Service Trips

Student Name \_\_\_\_\_

Dates of Trip \_\_\_\_\_

Location of Christian Service Trip \_\_\_\_\_

Absences to Date \_\_\_\_\_ Grade \_\_\_\_\_

| Period   | Class | Teacher | Approximate Grade | Approved/ Not Approved | Teacher Signature | Dean Approved/ Not Approved | Dean Signature |
|----------|-------|---------|-------------------|------------------------|-------------------|-----------------------------|----------------|
| <b>A</b> |       |         |                   |                        |                   |                             |                |
| <b>B</b> |       |         |                   |                        |                   |                             |                |
| <b>C</b> |       |         |                   |                        |                   |                             |                |
| <b>D</b> |       |         |                   |                        |                   |                             |                |
| <b>E</b> |       |         |                   |                        |                   |                             |                |
| <b>F</b> |       |         |                   |                        |                   |                             |                |
| <b>G</b> |       |         |                   |                        |                   |                             |                |
| <b>H</b> |       |         |                   |                        |                   |                             |                |

Please reference the Parent/Student Handbook for specific information about Notre Dame Preparatory's absence policy.

I have read this completed form, understand the consequences herein, and request an excused absence for my student on the above date(s).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to the COMM complete with notarized permission slip, copy of Passport, emergency contact info & non-refundable deposit**