

# Cove Creek School

930 Vanderpool Road Vilas, NC 28692  
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https://www.wataugaschools.org/cc



## Educational Trip Request Form

**Please read the entire form before completing.** A **LIMIT OF TEN (10) school days** can be excused for the purpose of educational travel in one school year. Should a student plan to be away from school for more than TEN (10) consecutive school days, the student should be withdrawn from school until their return.

Today's Date: \_\_\_ / \_\_\_ / \_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

\*As of today, my child has \_\_\_\_\_ total **excused absences**, and \_\_\_\_\_ total **unexcused absences**.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

\*As of today, my child has \_\_\_\_\_ total **excused absences**, and \_\_\_\_\_ total **unexcused absences**.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

\*As of today, my child has \_\_\_\_\_ total **excused absences**, and \_\_\_\_\_ total **unexcused absences**.

My child/my children will be absent from school on: \_\_\_ / \_\_\_ / \_\_\_, and will return to school on: \_\_\_ / \_\_\_ / \_\_\_

In order for absences to be excused for travel, the following conditions **MUST** apply:

1. Parents must request and obtain administrator approval, at least **ONE WEEK PRIOR** to the trip.
2. A student's absence and academic history will be considered and administrator's discretion will be used to determine impact upon the child's educational progress.
3. All missed student work must be completed and returned to the teacher within one week following student's return to school. If possible, work with the teacher to get the assignments ahead of your trip.
4. Teachers may require the student to keep a journal, write a report about the trip, or other activity to compensate for the time missed at school.

**If all the above conditions are completed within the required time, then the absences will be coded as "educational opportunity."** However, if the conditions are not met, then those absences will not be excused. Any absences exceeding the TEN (10) day limit will **NOT** be excused.

I understand this educational trip request form and agree to support my child(ren) in getting the completed assignments turned in by the due date. I will be notified of the outcome of this request by an administrator email or phone call.

\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

(Parent/Guardian Signature)

Email or Phone: \_\_\_\_\_

Please give a brief explanation of the destination and educational purpose of this trip below. Feel free to write on the back or attach an itinerary.

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

\*\*\*\*\*

Administrator Signature: \_\_\_\_\_  Approved  Denied Recorded in Powerschool: \_\_\_ / \_\_\_ / \_\_\_ by \_\_\_\_\_

Parent/Guardian Notified of Decision: \_\_\_ / \_\_\_ / \_\_\_ by \_\_\_\_\_ via  Phone Call or Voicemail  Email  In Person