




# Washington GT Magnet Elementary School

## 25-26 Attendance Information & Links

 <a href="#"><u>Student Absence Note Form</u></a>	 <a href="#"><u>Request for Excused Absence for Educational Reasons</u></a>	 <a href="#"><u>Extended Absence Request Form</u></a>
<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>To explain the reason for a student's absence</li> <li>To ensure proper documentation and coding in accordance with North Carolina law</li> </ul> <p><b>When to Submit:</b></p> <ul style="list-style-type: none"> <li>Within 2 days of the student returning to school</li> <li>Must be written and signed by a parent or guardian</li> </ul> <p><b>What to Include:</b></p> <ul style="list-style-type: none"> <li>If the absence is due to illness lasting more than 3 days, attach a doctor's note.</li> <li>For extended or educational absences, complete the appropriate Extended Absence Form or Educational Absence Form instead.</li> </ul>	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>To request that an absence be excused for educational reasons</li> <li>Ensures compliance with North Carolina law and Wake County Board of Education Policy 6000</li> </ul> <p><b>When to Submit:</b></p> <ul style="list-style-type: none"> <li>Before the planned absence</li> <li>Must be completed by a parent or guardian</li> </ul> <p><b>What Qualifies as an Educational Absence:</b></p> <ul style="list-style-type: none"> <li>The experience must be educational in nature from the outset.</li> </ul> <p><b>Approval Guidelines:</b></p> <ul style="list-style-type: none"> <li><b>The principal may approve up to 2 days for educational absences.</b></li> <li>Approved absences will be marked excused on the report card.</li> <li>These days will still count as absences from school</li> </ul>	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>To request approval for a student to miss school for <b>non-educational reasons</b></li> <li>Helps the school stay informed and maintain accurate attendance records</li> </ul> <p><b>When to Use:</b></p> <ul style="list-style-type: none"> <li>When the absence does <b>not qualify</b> as an excused educational absence under WCPSS policy</li> <li>Must be completed by a <b>parent or guardian before</b> the planned absence</li> </ul> <p><b>Examples of Extended Absences:</b></p> <ul style="list-style-type: none"> <li>Family travel or vacations</li> <li>Personal or family events</li> <li>Other non-educational circumstances</li> </ul> <p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>Submitting this form does not guarantee an excused absence</li> <li>Absences may still be marked <b>unexcused</b> based on state and district guidelines</li> </ul>