

# REQUEST FOR EXCUSED ABSENCE FOR (CHECK ONE):

# □EDUCATIONAL REASON or

or **COLLEGE VISIT** 

(Essay Required-see Part II)

(Verification Required Within Two Days of Visit- see Part II)

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law, in 1955 and amended it through 1992. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to insure that their children's absences from school are valid. Seven (7) types of valid absences are established by the rules and regulations set forth by the State Board of Education. Two of those types are absences resulting from religious observances and educational opportunities of a significant nature. The Wake County Board of Education Policy 6000 requires advanced permission for excused absences for educational purposes. The principal should deny the request if the cumulative effect of such absences would substantially interfere with the education of the student. If the principal does not approve this request, you will be promptly notified.

# REQUEST FOR ABSENCE TO BE EXCUSED ON EDUCATIONAL GROUNDS

For an excused absence for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. Signing this form, documents that this absence is for valid educational purposes.

As the parent or guardian of		, I state that the absence fron
7 0 0	(Student's Na	me)
School for the dates of		is an educational opportunity that
(Da	te/s)	
is of comparable value to my child's regula	ar attendance in school.	
School	Grade	Teacher/Homeroom
Signature of Parent or Guardian		Date
Please briefly describe the educational opp	portunity	
Approved □	Approved (pending	g documentation) 🗆
Not Approved □		
Principal (or Designe	ee's) Signature	Date

(In order to receive approval, student must complete Sections I and II as well.)

I) Teacher Approval- All teachers of the student must be notified of the absence beforehand, and the student must make arrangements with each teacher in regard to make-up work. Teachers, please sign on the appropriate line to indicate that the student has notified you of the absence; below your signature note any concerns about this student being absent from your class during the missed days.

Name of Student:	Date of Absence:
Teacher Period # 1:(Signature and any concerns you have about the absence)	Date:
Teacher Period # 2:(Signature and any concerns you have about the absence)	Date:
Teacher Period # 3:(Signature and any concerns you have about the absence)	Date:
Teacher Period # 4:(Signature and any concerns you have about the absence)	Date:

#### PART II:

### **EDUCATIONAL ABSENCE(S) REQUIREMENTS:**

The student should explain how this absence will be an educational opportunity. Explanation should be at least 200 words/2-4 paragraphs, written/typed on a separate sheet of paper, and submitted to the attendance office with this form.

## **COLLEGE VISIT FOLLOW-UP REQUIREMENTS:**

Please note that if the educational opportunity is for a college visit, student must submit College Verification (documentation of actual attendance at college) to the Attendance Office no more than 2 school days after return; absence will remain unexcused without follow up documentation.

ONCE ALL REQUIREMENTS ON BOTH SIDES OF THE FORM ARE COMPLETED, FORMS MUST BE TURNED IN TO THE ATTENDANCE OFFICE <u>AT LEAST 3 SCHOOL DAYS BEFORE</u> THE ABSENCE.