



## REQUEST FOR EXCUSED ABSENCE FOR (CHECK ONE):

☐ **EDUCATIONAL REASON** or ☐ **COLLEGE VISIT**

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 from  
(Student's Name)

School for the dates of \_\_\_\_\_ is an educational opportunity that  
(Date/s)

is of comparable value to my child's regular attendance in school.

\_\_\_\_\_  
School Grade Teacher/Homeroom

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Please briefly describe the educational opportunity. \_\_\_\_\_

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

Approved ☐

Not Approved ☐

Approved (pending documentation) ☐

\_\_\_\_\_  
Principal (or Designee'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: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

Teacher Period # 2: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

Teacher Period # 3: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

Teacher Period # 4: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and any concerns you have about the absence)

## **PART II:**

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

The student should explain how they think this absence will be an educational opportunity. Explanation should be at least 200 words/2-4 paragraphs, written 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 was approved for a college visit, student must submit College Verification (documentation of actual attendance at college) to the Attendance Office no more than 2 days after return; absence will remain unexcused without follow up documentation.

**\*\*SENIORS ONLY:** The first two (2) PRE-APPROVED college visits during the year will not count against Senior Exemption; a late/incomplete *WFHS Request for Educational Leave* form will result in the college visit being coded "unexcused"; all college visits starting with the third college visit DO count as absences toward Senior Exemption status.\*\*

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