



REQUEST FOR ABSENCES BASED ON EDUCATIONAL OPPORTUNITY

A student's absence may be excused as an "Educational Opportunity" when it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted by the school administrator prior to the absence. Family vacations will not be approved. All requests for approval must be made in advance of the trip. If approved, the student will be required to present evidence of the educational value of the trip such as a written report or presentation (oral, digital, photo, etc.) within five (5) days of the return from the absence. Students are also responsible for completing any missing assignments from their classes within the appropriate time period. Absences will be marked unexcused until the required evidence is submitted. It is the student and parent/guardians' responsibility to ensure the evidence is submitted within the appropriate time frame. Students may have up to five (5) days each year marked excused as an Educational Opportunity. Administration will consider the number of days the student has been absent or tardy during the current school year.

References: KCS Board of Education Policy 4400; NC School Attendance and Accounting Manual; NC G.S. 115C-378

As the parent/guardian of _____
(Student's Name)

I request the absence from school for the date(s) _____

be marked excused as an educational opportunity.

*Please briefly describe the educational opportunity and its connection to grade level standards:

Signature of Parent/Guardian & Date

****Your signature indicates agreement and support of the absence as an Educational Opportunity as described above.****

For Office Use Only:

of Total Absences to Date: _____ # Excused: _____ #Unexcused: _____ # Tardy: _____

____ Approved _____ Not Approved

Signature of Principal/Designee & Date

Reason for denial (if applicable):

Date Evidence Presented: _____ Teacher Signature _____

Date Entered into PowerSchool: _____ Data Manager Signature _____