



## **REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL REASONS**

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 regulation 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 cumulative effect of such absences would substantially interfere with the education of the student. If the principal does not approve the 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. When the parent/guardian and student sign this form, they are acknowledging that this absence is for valid educational purposes.

### **REQUIREMENTS FOR ATTAINING APPROVAL FOR EXCUSED EDUCATIONAL ABSENCE FROM WAKEFIELD HIGH SCHOOL.**

**All the following requirements on the front and back of this paper must be completed and turned into the attendance office at least three school days before the absence:**

**I) Student Information Section** (*please print*):

Name of Student: \_\_\_\_\_

Name of School: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

**II) Parent/Guardian Approval** (*please fill out the information and sign below*):

As the parent/guardian of \_\_\_\_\_, I state that the absence  
(student's name)

from school for the dates of \_\_\_\_\_ is an educational opportunity that is  
(date(s) of absence)

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

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

III. **Teacher Approval** (*All teachers of the student must be notified of the absence beforehand and the student must make arrangements with the teacher in regard to make up work. Teacher please sign on the appropriate line that the student has notified you of the absence and if you have any concerns about this student being absent from your class during the missed days, please address your concerns below.*)

Name of Student: \_\_\_\_\_ Date of Absence: \_\_\_\_\_

Teacher Period #1: \_\_\_\_\_  
(signature and any concerns you have about the absence)

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

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

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

IV) **Attendance Justification** (*The student should explain how he/she thinks this absence will be an educational opportunity. The explanation should be at least 300 words, written on a separate sheet of paper, and submitted to the attendance office with this form*)

**\*ONCE YOU HAVE COMPLETED ALL THE REQUIRMENTS, PLEASE TURN IT INTO THE ATTENDANCE OFFICE AT LEAST 3 SCHOOL DAYS BEFORE THE ABSENCE. STUDENTS WILL BE NOTIFIED WITHIN 2 SCHOOL DAYS IF THEIR REQUEST HAS BEEN APPROVED.**

**\*\*PLEASE NOTE THAT IF THE EDUCATIONAL OPPORTUNITY WAS APPROVED FOR A COLLEGE VISIT, STUDENT MUST SUBMIT COLLEGE VERIFICATION TO THE ATTENDANCE OFFICE NO MORE THAN TWO DAYS AFTER RETURN.**

\*\*\*\*\*

**Request for excused absence was**

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Not Approved**

\_\_\_\_\_  
Principal (or Designee's Signature)

\_\_\_\_\_  
Date

