

REQUEST FOR EXCUSED ABSENCE DUE TO AN EDUCATIONAL OPPORTUNITY

I am requesting that my child, _____ be given
(student name)
permission to be absent from school on _____ to
(date/s)
participate in an educational opportunity that is of comparable value to my
child's regular attendance in school.

Please briefly describe the educational opportunity: _____

Work to be completed in conjunction with this educational opportunity: (To be
filled out by the student's teacher/s): _____

Parent / Guardian Signature

Date

Teacher Signature

Date

Administrator Approval

Date

*After the form is completed by the parent, please give to the teacher for them to fill out the teacher assignment portion. Then it goes to administration for approval. After administration approval, a copy goes to the teacher, the parent and to the student accounting coordinator. The student accounting coordinator will follow up with the teacher that the work was complete before excusing the absence.