



1240 W. Corbett Ave
Swansboro, NC 28584
910.326.3601 Fax: 910.326.5848

Principal Helen Gross _____

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 in 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. Nine (9) types of valid absences are established by the rules and regulations set forth by the Onslow County Board of Education. Two of those types are absences resulting from religious observances and educational opportunities of a significant nature. The Onslow County Board of Education Policy 4400 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 the request, you will be promptly notified.

SECTION I: Basic Information

Student's Name: _____

Today's Date: _____

Grade Level/Homeroom: _____

Date(s) of Trip/Event:_____

Description of Trip/Event:

SECTION II: Current Attendance Profile (as of _____)

Current number of absences: _____ Current number of tardies: _____

SECTION III: Statements on Excusing Absences and Parent Verification

1. For an excused absence, 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



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educational will not be excused. When the parent/guardian signs this form, he/she is acknowledging that this absence is for valid educational purposes.

2. As an educational institution, we strongly support the family. We understand that the rapid pace of work schedules make trips and vacations hard to come by. The school calendar affords several breaks—Thanksgiving, Christmas, spring and summer, and it is best for all involved that family vacations be scheduled during these times.
3. In order to be considered for an approved educational absence, the request must be made in writing and presented to the principal at least 5 days prior to the trip/event.
4. Students with more than 20 absences (10 within the first ninety days and 10 within the last ninety days) in a school year shall not be promoted to the next grade except by determination of the principal/designee upon careful review of the student's records.

As the parent/guardian of the above named student, I have read BOE Policy 4400 and this document. I contend that this absence from school is an educational opportunity that is of comparable value to my child's regular attendance in school.

Signature of Parent or Guardian

Date

SECTION IV: Teacher Verification and Concerns- (to be completed by the Grade Level Chairperson)

Directions to Grade Chair: Review the request with your grade team and (1) make a recommendation based on the student's current attendance profile, academic standing, and the details of the request; (2) provide a rationale for the recommendation; (3) indicate how missed tests and other work should be accomplished; and (4) determine what additional assignment, task or project should result from the experience, if approved.

1. Grade Team's Recommendation: *Excused* _____ or *Unexcused* _____

2. Rationale for Recommendation:



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3. Directions for handling missed work:

4. Additional tasks & due date:

Signature of Grade Chair (or designee)

Date

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SECTION V: Administrative Approval/Denial

_____ Request Approved (*Excused/Lawful Status*)
(*Unexcused/Unlawful Status*)

_____ Request Denied

Comments:

Signature of Principal (or designee)

Date

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SECTION VI: Data Manager's Notes

