

## Glenwood Elementary School

### REQUEST FOR ABSENCE TO BE EXCUSED FOR EDUCATIONAL OPPORTUNITY

Prior approval is required for an absence to be excused for an educational opportunity that will result in the students missing days from school. Signing this form assures that the student's absence is for a valid educational opportunity. Please be aware that educational absences beyond 10 days may not be excused as this severely impacts students learning.

Please email this form to Crystal Jones [cjones@chccs.k12.nc.us](mailto:cjones@chccs.k12.nc.us) or return to the main office two weeks prior to the planned absence. Once the principal has made a decision, you will be notified via email.

As the parent/guardian of \_\_\_\_\_, I assure that the absence from school for the dates of \_\_\_\_\_ is for an educational opportunity of comparable value to my child's attendance in school.

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's email \_\_\_\_\_

Phone number where parent can be reached during school hours: \_\_\_\_\_

Please briefly describe the educational opportunities that your child will be involved in. Some examples are visiting museums, aquariums, historical locations and learning about different cultures.

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Approved

Not Approved

Principal Signature \_\_\_\_\_