East Chapel Hill High School

REQUEST FOR ABSENCE TO BE EXCUSED FOR EDUCATIONAL OPPORTUNITY/ IMMEDIATE FAMILY MEMBER ILLNESS/ IMMEDIATE FAMILY MEMBER DEATH

PRIOR approval is required for an absence to be excused for an educational opportunity. The intent of the experience should be educational from the outset and should be comparable to an opportunity which the student would experience in school. **Family trips and vacations that are not designed initially to be educational will not be excused.** Signing this form assures that the student's absence is for a valid educational opportunity.

Leave Absences will not be accepted 1 week prior or after a holiday or break, nor in the month of May.

It is the **student's responsibility** to present this form to teachers and to arrange for make-up work.
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 or the extended leave will be due to family emergencies i.e., sickness or death out of the United States.

_____ _____ _____
Student Signature Signature of parent/guardian Date

Phone number where parent may be reached during business hours: _____
Please briefly describe the educational opportunity/extended leave:
_____
_____
_____
Attachments: _____

_____ _____ _____ _____
Approved Not Approved Date Principal

(Please have your teachers sign on the back of this form to indicate that they are aware of your up coming absence).

TEACHER'S SIGNATURES and Course Name	**Do you have concerns about this absence?**
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Return Form To Quad A Office Date Received: _____

Updated 8/28/18