

# REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL REASONS

NC General Statute 115C-378, in conjunction with the rules and regulations of the NC State Board of Education (BOE), makes parents and legal guardians responsible and accountable to ensure that their children's absences from school are **valid**. One of these is absences resulting from educational opportunities of a significant nature. Chatham County BOE 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. 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.** University/College visits are deemed an excused absence since the future educational possibilities of the student are being considered. Signing this form documents that this absence is for valid educational purposes. This form should be completed **at least one week in advance of the visit**. Students are responsible for making arrangements to make up all missed work, quizzes, and/or tests.

## University/College Visit

Date of visit: \_\_\_\_\_ Proof of college visit must be returned within three (3) days.

University/College: \_\_\_\_\_

Briefly describe the educational opportunity, if not a college visit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Teachers: By signing below, I am indicating that the student has contacted me regarding the proposed college visit/educational opportunity.*

1. a) \_\_\_\_\_ b) \_\_\_\_\_

2. a) \_\_\_\_\_ b) \_\_\_\_\_

3. a) \_\_\_\_\_ b) \_\_\_\_\_

4. a) \_\_\_\_\_ b) \_\_\_\_\_

I have discussed this educational opportunity with my teachers and made arrangements to make up all missed work and assignments.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

As the parent/guardian of \_\_\_\_\_, I state that the absence from school for the

date(s) of \_\_\_\_\_ is an educational opportunity that is of comparable value to my child's regular attendance in school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Approved**

**Not Approved**

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

\_\_\_\_\_  
Date

Submit this form to the Data Manger after all signatures have been obtained.