

**REQUEST FOR ABSENCES BASED ON EDUCATIONAL OPPORTUNITY
REV. 7/2019**

For an excused absence for educational reasons, the intent of the experience should have been educational from the onset and comparable to that which the student would have experienced in school. Family vacations or business trips accompanied by students will not be approved. All requests for approval are required to be made in advance of the trip. These pre-approval forms are also located at the front office.

Within 5 days of the return from the absence, the student will be required to present to the principal, evidence of the educational value of the trip such as a written report or presentation (oral, digital, photo, etc.).

Students are also responsible for completing any missing assignments from their classes within the appropriate time period. Absences will be marked unexcused until the required evidence is submitted. It is the parent's responsibility to ensure that the evidence is submitted during this timeframe. Students will not be granted more than 5 excused absence days in the current school year under Educational Opportunity. Consideration will also be given to the number of days the student has been absent or tardy during the current school year.

References: GCS Board Policy JBD Attendance Policy K-12; JBD-P Attendance Procedure K-12

Signing this form documents that this absence is for valid educational purposes.

As the parent or guardian of _____, Grade: _____
(Student's Name)

I state that the absence from school for the date (s) _____

is an educational opportunity that is of comparable value to my child's regular attendance at _____.
School name

Signature of Parent or Guardian Date

Where are you going? _____

Please briefly describe the educational opportunity and its connection to grade level standards: _____

Parent's email address: _____

Only the Principal may approve educational absences: Below is for office use only: -----

of Total Absences to Date ____ # Excused ____ # Unexcused ____ # Tardies

Approved Not Approved

Principal (or Designee's) Signature Date

Reason for denial (if applicable):

Date evidence submitted: _____ Completed/Not completed _____

