

Mint Hill Elementary School Form to Request Absence for Valid Educational Opportunity

This form should be completed by the student’s parent/guardian and filed with the principal at least five days prior to the day of absence. No more than **three days** of educational leave can be approved for a student each school year.

Student(s) Name _____

Reason for the Request

Date(s) of Requested Absence _____

Educational Benefits for the Student

*Upon return to school, the student needs to turn in evidence of the trip and the educational impact.
Examples: Journal, Scrap Book, Narrated Video, PowerPoint, Written Report, etc.*

Parent/Guardian Signature: _____

(This section to be completed by principal)

_____ **Approved (Excused) counted as an absence**

_____ **Not Approved (Unexcused) counted as an absence**

Principal’s Signature

Date