

**FORM TO REQUEST ABSENCE FOR VALID EDUCATIONAL OPPORTUNITY K-12**

This form must be completed by the student’s parent/guardian and filed with the principal at least **five** days prior to the day of absence.

STUDENT’S NAME: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

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

DATES OF REQUESTED ABSENCE: \_\_\_\_\_

BENEFITS FOR STUDENT: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

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(THIS SECTION TO BE COMPLETED BY PRINCIPAL)

\_\_\_\_\_ APPROVED (Code 1- EXCUSED) COUNTED AS AN ABSENCE

\_\_\_\_\_ NOT APPROVED (CODE 2 - UNEXCUSED) COUNTED AS AN ABSENCE

\_\_\_\_\_  
PRINCIPAL’S SIGNATURE

\_\_\_\_\_  
DATE

**Please note that if this request is approved, the student is responsible for requesting make-up work from all teachers in advance of the absence as well as any additional work assigned during the absence.**