



Cultural/Educational & Non-School-Sponsored Extracurricular Activity Absence Request

DATE OF REQUEST _____ HOMEROOM TEACHER: _____

STUDENT NAME: _____ SCHOOL: _____ GRADE: _____

PARENT/GUARDIAN NAME: _____ TELEPHONE: _____

ADDRESS: _____

MONTH DATE YEAR

DATE(S) OF ABSENCE(S):

WITH WHOM WILL THE TRIP BE TAKEN: _____

DESTINATION OF TRIP: _____

EDUCATIONAL/CULTURAL BENEFITS OF TRIP OR NAME OF EXTRACURRICULAR EVENT: _____

HAVE YOU PREVIOUSLY REQUESTED EDUCATIONAL/CULTURAL OR NON-SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITY LEAVE THIS SCHOOL YEAR? YES _____ NO _____

HOW MANY TOTAL DAYS (CULTURAL, NON-SCHOOL-SPONSORED EXTRACURRICULAR AND OTHER) HAS THE STUDENT MISSED THIS SCHOOL YEAR? _____

PARENT'S SIGNATURE

DATE RECEIVED _____ DATE APPROVED _____ DATE DENIED _____

PRINCIPAL'S SIGNATURE

Guidelines for Family Cultural/Educational and Non-School-Sponsored Extracurricular Activities Absences

- Pursuant to School Board Policy 6.200, students may be excused from school to participate in cultural, educational, **or non-school sponsored extracurricular** activities **annually**. The following guidelines shall be used by school principals in approving activities:
- a. A maximum of three days will be available for family cultural/educational activities, **or non-school-sponsored extracurricular activities** annually.
 - b. A request for the absences to be excused must be completed and filed with the principal prior to the activity.
 - c. A request will not be approved after the activity has occurred, during state-mandated achievement testing, if the student is not passing all classes at the time of the request, or if the student has three (3) or more unexcused absences.
 - d. A request must be in writing on forms available in the school office and completed by the parents/guardians of the student. No other relative can do this.
 - e. If a student uses more than the maximum days allowed, the first three days of absence will be considered excused.
 - f. Make-up work is the responsibility of the student and parent/guardian. Following an absence, the student and/or parent/guardian should contact the teacher(s) so that the student may complete work missed. Upon return to school, the student has the same amount of time to make-up assignments as the length of the absence(s) incurred. Work missed during an excused absence may be considered at 100%. Work missed during an unexcused absence can only receive a maximum grade of 80%.

PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE

Office Staff: Please make two additional copies after the principal's signature has been obtained.
Distribution List: Principal's Office (original), Parent/ Guardian (copy), Teacher(s) (copy)