



Request for Prior Approval of Absences^{1, 2}

Information:

This form must be completed and submitted to the Headmaster two weeks prior to the absence in order for the absence(s) to be considered as excused/lawful.

When it is demonstrated that the purpose of the absences is to take advantage of a valid educational opportunity, such as travel, the absence(s) may be considered excused/lawful. Approval for such an absence(s), however, must be granted prior to the absence(s). (School Attendance @ Student Accounting, Public Schools of North Carolina 1998, Chapter 2, Section IV-D. #7).

Student's Name: _____ Grade: _____

Homeroom Teacher: _____

Date(s) of proposed absence(s): _____

Date of return to school: _____

Number of days to be missed: _____

Destination of proposed trip: _____

Purpose: _____

Agreement:

In good faith effort, I will comply with the State Board of Education's policy regarding this education opportunity for my child and will encourage and support his/her involvement in appropriate educational experiences. I will also supervise the completion of any assignments as required by the teacher and/or Headmaster.

Parent/Legal Guardian: _____ Date: _____
Signature

Administrator: _____ Date: _____
Signature

Principal Conditions for Approval: _____

For Office Use Only:

_____ Approved

_____ Unapproved

¹Planned/anticipated absences are not necessarily "Academic" absences, that is, for an "educational opportunity".

²UA's exam policy permits 3 absences per semester. Exceptions are made for extraordinary academic absences.