**REQUEST FOR ABSENCES BASED ON EDUCATIONAL OPPORTUNITY**

**NGMS REV. 8/2023**

An absence may be excused as an Educational Opportunity when the intent of the experience was developed with an educational purpose from the onset and comparable to that which the student would experience in school. All requests for approval must be made in advance of the trip. **If approved, the student will be required to present evidence of the educational value of the trip to NGMS administration within five (5) days of the return from the absence.** 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 student and parent/guardians’ responsibility to ensure the evidence is submitted within the appropriate timeframe. Students may have up to five (5) days each year marked excused as an Educational Opportunity.

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

 As the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Grade: \_\_\_\_\_\_\_\_\_\_,

(Student’s Name)

 I request the absence from school for the date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 be marked excused as an Educational Opportunity.

\*Please briefly describe the Educational Opportunity and its connection to grade level standards:

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

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Date

Signature of Parent/Guardian

**For Office Use Only: -----------------------------------------------------------------------------------------------------------**

# of Total Absences to Date: \_\_\_\_\_ # Excused: \_\_\_\_\_ # Unexcused: \_\_\_\_\_ # Tardy: \_\_\_\_\_

* Approved
* Not Approved

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

Date

Admin Signature

Reason for denial (if applicable):

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

Date Evidence Presented: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admin Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Entered into PowerSchool \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Data Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_