Pre-Approved Absence Request

Students may request up to **two (2) absences** to be considered for an educational opportunity, such as travel. The remaining absences will be unexcused. Educational opportunities will count against the exam exemption policy. Juniors and Seniors are allowed **three (3) days per year** for college visitation and **one (1) day** for military recruitment. Approved College/Military Absences will not count towards the exam exemption policy. Students must submit this form at least **one week** prior to the planned trip for principal approval.

Student's Name _____ Grade _____

Dates of Trip _____

Destination _____

I believe this trip will provide the following educational opportunities: _____

_____

_____

I understand that it is the student's responsibility to gather and complete all assignments missed due to the absence(s) stated above. I also understand that Catawba County Schools Attendance Policy only allows eight (8) absences per class.

_____ _____
Student Signature Date Parent Signature Date

_____ _____
1st Period Teacher Signature Date 2nd Period Teacher Signature Date

_____ _____
3rd Period Teacher Signature Date 4th Period Teacher Signature Date

This form should be turned in to the counseling office once all signatures have been obtained.

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THIS SECTION TO BE COMPLETED BY PRINCIPAL

_____# Excused Days _____# Unexcused Days _____# College Days _____# MIlitary Days

Principal Notes: _____

_____
Principal Signature Date