

# Shady Grove Elementary School

3179 Cornatzer Road | Advance, NC 27006  
336.998.4719 | Fax 336.998.7024

GoDavie.org



## Request for Excused Absence(s) for an Educational Opportunity (Grades K-8)

In accordance with NC General Statute, the Davie County Board of Education Policy 4400- C (Attendance) allows for Lawful Absences for “participation in a valid educational opportunity, such as travel or service as a legislative or Governor’s page, with prior approval from the principal.”

### PRE-APPROVED EDUCATIONAL TRIPS:

- The principal must be informed in writing at least **2 weeks prior** to the trip with details explaining how the trip will be educational.
- Davie County Schools allows **ONE** educational trip per year with a **maximum of 5 days excused**. Only dates on which the student participated in/experienced a valid educational opportunity may be excused. This determination is made at the principal’s discretion.
- Educational trips **will not be approved for students with 9 or more absences (excused or unexcused)**.
- Journal entries for all days absent for educational opportunities must follow the provided rubric (see rubric by grade level for journal requirements).
- Before leaving for the trip, a parent or guardian must communicate with the teacher(s) to get missed assignments. Both journal entries and missed assignments must be turned in within **5 days of returning to school** (per board policy for makeup work).

If your student will be absent due to participation in such an opportunity, please complete this form to seek the prior approval required.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date(s) of educational opportunity: \_\_\_\_\_

Location of educational opportunity: \_\_\_\_\_

Description of educational opportunity: \_\_\_\_\_

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

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Request Received by School: \_\_\_\_\_ Principal Approved: YES NO



Cooleemee Elementary School | Cornatzer Elementary School | Mocksville Elementary School | Pinebrook Elementary School  
Shady Grove Elementary School | William R. Davie Elementary School | North Davie Middle School | South Davie Middle School  
William Ellis Middle School | Central Davie Academy | Davie County Virtual School | Davie County High School | Davie County Early College

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**FOR SCHOOL USE:**

- Journal Complete
- Missed Assignments Submitted

Date(s) Excused: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Data Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Journal Rubric by Grade Level**

<b>Kindergarten</b>	Drawing and three sentences written about each day's educational opportunity(ies), including at least two facts the student learned. (Sentences may be dictated to parent/guardian)
<b>First Grade</b>	Drawing and one paragraph written about each day's educational opportunity(ies), including at least three facts the student learned. (Paragraph may be dictated to parent/guardian)
<b>Second Grade</b>	Drawing and one paragraph written about each day's educational opportunity(ies), including three to five facts the student learned.
<b>Third - Fifth Grades</b>	Two paragraphs written about each day's educational opportunity(ies), including at least two topics the student learned about, with supporting facts/details.
<b>Sixth-Eighth Grades</b>	One page written about each day's educational opportunity(ies), including at least three topics the student learned about, with supporting facts/details.

