

CODE 13 Parent Request for Excused Absence Central Office Approval Required

(Must be submitted at least two weeks prior to the date of absence)

Parent/Guardian's Information

Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Reason for request: Educational trip or unique life experience (please include a description of the activity) : _____

DATES of REQUESTED EXCUSED ABSENCE: _____

For a student(s) to receive grades for make-up work, documentation from the event will be required (examples may include a program from the event, or letters from organizations with official signature requesting the presence of the student). Attach letters to this request or bring a program from the event to the school administration to receive make-up work. **To receive full credit, make-up work is due within three school days following the student's date of return.** Late work rules set by the school will apply after the three days.

Student(s) Information: List all students in household requesting approval for absence.

Student Name	Grade	School	Approved Dates (Central Office Use Only)	Total School Days

Parent/Guardian Signature: _____ Date: _____

This form must be submitted to Garcia Dixon, Supervising PPW, via email at gadixon@ccboe.com.

Central Office Approval: _____

cc: Building Principal(s)
School PPW(s)

School Counselor(s)
School Attendance Secretaries

CODE 13: Other emergency or set of circumstances which, in the judgement of the Superintendent or designee, constitutes a good and sufficient cause for absence from school for up to five school days per school year, including an educational trip or unique life experience. A vacation is not considered an educational trip or a unique life experience.