Complete and return this form to Mrs. Walker at the reception desk.

EAST CHAPEL HILL HIGH SCHOOL

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL OPPORTUNITY OR FAMILY EMERGENCY

One-week prior approval is required for an absence to be excused for an educational opportunity. To be considered, the intent of the planned experience should be educational from the outset and should be comparable to an opportunity which the student would experience in school. Family trips and vacations that do not meet the criteria for educational leave will not be coded as excused absences. Completion of this form assures that the student's absence is for a valid educational opportunity, immediate family illness/death, or some other significant family emergency. Please note, **EDUCATIONAL OPPORTUNITY LEAVE MAY NOT BE APPROVED AFTER MAY 1ST.**

It is the **student's responsibility** to present this form to teachers and to arrange for make-up work.

As the parent/guardian of _____, I assure that the absence from school for the dates of _____ is for an educational opportunity of comparable value to my child's attendance in school or the extended leave will be due to family emergencies (sickness, death, displacement, etc).

_____ _____ _____

Student Signature Signature of parent/guardian Date

Phone number where parent/guardian may be reached during business hours_____

Please briefly describe the educational opportunity/extended leave (add another sheet as needed):

_____

_____

_____

Attachments with details related to the educational opportunity are required prior to the request's approval (proof of attendance, itinerary, description of educational events, formal invitations, etc.).

_____ _____ _____ _____

Approved **Not Approved** **Date** **Principal or Designee**

Students, have your teachers sign below to verify they are aware of your upcoming absence.

TEACHER'S SIGNATURES AND COURSE NAME	TEACHERS, CON CERNS ABOUT THIS ABSENCE (AS NEEDED)
1ST	
2ND	
3RD	
4TH	