



REQUEST FOR LOCAL NON-COUNTABLE ABSENCE for Co-Curricular, Athletic, or Religious Event

Absences will be recorded as family business (B) unless this request has received prior administrative approval, 10 school days prior to the date of the event. Completed requests will be reviewed to determine if they are eligible for a non-countable absence.

We recognize that students participate in outside educational opportunities that have a positive effect on future education or goals. In order for an absence to be non-countable locally, the absence must be a high level event for which the student has been selected using stringent qualifying criteria and all the conditions below must be fulfilled. Examples of high level events at which you will perform:

- Olympic competition
- National performance in which you qualified
- Lincoln Center performance

Chronic Absenteeism: NJ DOE state code identifies a very short list of days that are recognized by the state as excused. State-excused absences shall be as follows: (1) Religious observance, (2) Participation in observance of Veterans Day, (3) Participation in district board of election membership activities, (4) Take Our Children to Work Day; (5) College visit(s), (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and (7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.

Any absences that do not fall into the above categories count towards the state criteria for chronic absenteeism.

Requests for non-countable local absence: (all items must be completed)

- attached a parent note to this form
- attached an official schedule of the specific events with dates to this form
- included verification of the level of competition with this form
- submitted all information with this form to the Assistant Principal at least 10 school days prior to the event

Completed requests will be reviewed to determine if they are eligible for a local non-countable absence.

Requests that are incomplete or late will have absences coded as family business which is a countable absence.

Requests for excused absences during January or June exams are generally not permitted. **(Travel days are coded as family business, which are countable absences.)**

Students are responsible for instruction while absent and should utilize the portal to determine what assignments and assessments need to be completed upon return to school. Students will be given a reasonable amount of time to complete their work.

Number of local non-countable absences permitted in a year

Freshman 3 days	Sophomore 3 days	Junior 3 days	Senior 3 days
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Student Name _____ Grade _____

Event	Location	Date

Parent signature _____ Date _____

Student signature _____ Date _____

Disposition – For Office Use Only