



Request of Absence for Valid Educational Opportunity

Revised 08/2025

To request an absence to attend or participate in an educational opportunity, please complete this application form and return it to your school principal **at least 10 days prior to the absence**. The major intent of the activity must be educational in order for the student to be granted this type of excused absence. The proposed activity must have significant educational value and be composed of an intensive program related to a core curriculum. The principal will use good judgement to determine if the activity meets guidelines. Students that are approved for this type of excused absence will be expected to make up all school work.

This type of absence cannot occur during state or district assessment windows unless there are extenuating circumstances that are approved by the principal.

NOTE: Family trips or vacations will not be approved as an educational opportunity.

Student Name _____ Grade _____

Student Number _____ Parent Telephone _____

Date(s) of Educational Opportunity _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having significant educational value, and (3) how the activity is directly related to a core curriculum. Use additional paper, if needed, and attach to this completed form.

I understand that if the absences requested above are approved to be coded as lawful/excused, it is the student's responsibility to request any make-up work from all teachers. Make-up work must be completed within 5 days of the return to school.

Parent Signature _____ Date _____

A maximum of FIVE days can be used for an Educational Opportunity per school year.

Date Received _____

Current Total Number of Absences for Student _____

- ☐ Approved
☐ Not Approved

Principal Signature _____ Date _____