

The Attendance Policy established by the Davidson County Board of Education states that a student must have no more than eight (8) absences per course (High School) or sixteen (16) absences (Middle School and Elementary School).

If an educational opportunity is planned that will require the student to miss school, and the parent would like this opportunity marked lawful or excused, this form should be completed and submitted at least **two days in advance of the trip** to the **school data manager**. Per school board policy, a student is permitted no more than five (5) educational absences per school year. **NOTE: An Educational Opportunity does not meet the requirements for a waiver.**

Student Name: _____ Date: _____

Student Number: _____ Grade: _____ Parent Daytime Telephone: _____

Date(s) of Educational Opportunity: _____

Explanation of Opportunity: _____

Parent Signature: _____ Date: _____

It is important to note that a lawful absence is not necessarily a waived absence.

FOR OFFICE USE ONLY	Date Received by Data Manager: _____
☐ Approved Date(s) _____	
☐ Not Approved Date(s) _____	
Principal/Designee: _____ Date: _____	

Students must complete a waiver request to be considered for a waiver.

All absences are included in the eight-day/sixteen day limit unless formally waived.

For Office Use Only:

Current Number of Absences: _____

Excused: _____

Unexcused: _____