



Cultural/Educational Absence Request

DATE OF REQUEST _____ HOME ROOM TEACHER: _____

STUDENT NAME: _____ SCHOOL: _____ GRADE: _____

PARENT/GUARDIAN NAME: _____ TELEPHONE: _____

ADDRESS: _____

	MONTH	DATE	YEAR
DATE(S) OF ABSENCE(S):	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

WITH WHOM WILL THE TRIP BE TAKEN: _____

DESTINATION OF TRIP: _____

EDUCATIONAL/CULTURAL BENEFITS OF TRIP: _____

HAVE YOU PREVIOUSLY REQUESTED EDUCATIONAL/CULTURAL LEAVE THIS SCHOOL YEAR? YES ___ NO ___

HOW MANY TOTAL DAYS (CULTURAL AND OTHER) HAS THE STUDENT MISSED THIS SCHOOL YEAR? _____

PARENT'S SIGNATURE

DATE RECEIVED: _____ DATE APPROVED: _____

PRINCIPAL'S SIGNATURE

Guidelines for Family Cultural/Educational Activities Absences

Pursuant to School Board Policy 6.200, students may be excused from school to participate in cultural and educational activities. The following guidelines shall be used by school principals in approving cultural/educational activities:

- a. A maximum of three days will be available for family cultural/educational activities, annually.
- b. A request for the absences to be excused must be filed with the principal prior to the activity.
- c. A request will not be approved after the activity has occurred, during state-mandated achievement testing, if the student is not passing all classes at the time of the request, or if the student has three (3) or more unexcused absences.
- d. A request must be in writing on forms available in the school office and completed by the parents/guardians of the student. No other relative can do this.
- e. If a student uses more than the maximum days allowed, the first three days of absence will be considered excused.
- f. Make-up work is the responsibility of the student and parent/guardian. Following an absence the student and/or parent/guardian needs to contact the teacher(s) so that the student may complete work missed. Upon return to school, the student has the same amount of time to make-up assignments as the length of the absence(s) incurred. Work missed during an excused absence may be considered at 100%. Work missed during an unexcused absence can only receive a maximum grade of 80%.

Office Staff: Please make two additional copies after the principal's signature has been obtained.
 Distribution List: Principal's Office (original), Parent/ Guardian (copy), Homeroom Teacher (copy)