



# Educational Absence Request Approval Form

## Highland Elementary School

Educational requests must be submitted to the principal at least two weeks in advance in order for a team review of the request. Requests received during or after the trip will be denied.

While many experiences are educational, the parameters for an excused absence are intended to reinforce curriculum standards or afford a unique opportunity. Please visit the following website for current grade level standards to align your reasons for requesting the time away from school. Standards Website: <https://sites.google.com/a/abss.k12.nc.us/curriculum/>

Note: Family trips to Disney, long weekends at the beach or mountains, as well as family reunions and celebrations are not reasons to request excused absences for educational opportunity.

Student First and Last Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_ Number of School Days Missed \_\_\_\_\_

Destination of Trip \_\_\_\_\_

Three Grade Level Standards Reinforced by Trip:  
(See example below)

*RI.3.9 Compare and contrast the most important points and key details presented in two texts on the same topic.*

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Three Student task/product that aligns with each standard: (See example below)

*RI.3.9 Henry will read two informational texts about Williamsburg and create a PowerPoint presentation contrasting the key details from both texts.*

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Parent Contact Information: (name and phone number) \_\_\_\_\_

I acknowledge that nothing could replace the contact time in the classroom and that additional parental support may be needed to complete missed assignments. Missing direct classroom instruction may lead to misunderstandings of content ultimately impacting grades on assessments.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only

Date Received \_\_\_\_\_

Team Decision: \_\_\_Approved (# of days approved \_\_\_)  
\_\_\_Denied

If approved, dates excused: \_\_\_\_\_ Administrator Signature \_\_\_\_\_