



EXCUSED ABSENCE REQUEST

This form is to be completed at least one week before the absence

North Carolina law recognizes 2 absence categories, lawful (excused) and unlawful (unexcused). Therefore, if your family plans a trip that will require children to miss school, and, if you would like to request that their absences be considered as lawful (excused), you should complete this form and return to the office before the absence.

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Child's Full Name: _____ Teacher: _____ Grade: _____
Date/s of Trip: _____ Destination: _____

- 1. _____

- 2. _____

- 3. _____

I understand that this trip will be approved for denied AFTER my child has completed the work he/she missed while away. The work will be provided to his/her teacher upon completion.

At that time, the teacher will return this form to the office indicating appropriate or inappropriate completion of assignments. Administration will determine the category of absence once returned by teacher.

Parent/Guardian Signature: _____ Date: _____

<u>Teacher Only</u>
Missed assignments were Completed on the following date: _____, 20 ____

<u>Administration Only</u>
Lawful Absence Request for the above date/s
_____ APPROVED _____ DENIED