

# FORM TO REQUEST ABSENCE FOR VALID EDUCATIONAL OPPORTUNITY K-12

This form must be completed by the student's parent/guardian and filed with the principal at least five days prior to the absence

**Student Name:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date(s) of Requested Absence:** \_\_\_\_\_

**Benefits for the Student:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Parent/Guardian Signature:** \_\_\_\_\_

\_\_\_\_\_

(This section to be completed by Principal)

\_\_\_\_\_ **APPROVED (Counted as Excused Absence)**

\_\_\_\_\_ **NOT APPROVED (Counted as Unexcused Absence)**

**Date:** \_\_\_\_\_ **Principal's Signature:** \_\_\_\_\_