



# Cultural/Educational Absence Request

DATE OF REQUEST \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

HOME ROOM TEACHER: \_\_\_\_\_

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 Educational/Cultural 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, 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. The local school policy on make-up procedures will be followed. 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)