**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 day of absence.

STUDENT’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON FOR REQUEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DATE(S) OF REQUESTED ABSENCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BENEFITS FOR STUDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 DATE PARENT/GUARDIAN SIGNATURE

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 *(THIS SECTION TO BE COMPLETED BY PRINCIPAL)*

\_\_\_\_\_\_\_\_\_\_\_APPROVED **(CODE 1 -- EXCUSED) COUNTED AS AN ABSENCE**

\_\_\_\_\_\_\_\_\_\_\_NOT APPROVED **(CODE 2 -- UNEXCUSED) COUNTED AS AN ABSENCE**

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 PRINCIPAL’S SIGNATURE

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 DATE

NOTE 1: If this request is approved, the student is responsible for requesting make-up work from all teachers **PRIOR** to the absence.