CARTERET COUNTY

PUBLIC SCHOOL SYSTEM

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL GROUNDS

North Carolina General Statute 115C-378, entitled the Compulsory Attendance Law, makes parents and legal guardians responsible and accountable for ensuring that their children's absences from school are valid. The State Board of Education set forth rules and regulations establishing several types of valid absences, including those resulting from an educational opportunity. Carteret County Board of Education Policy 4400, Attendance, provides county-level guidance related to the State Board regulations and state law.

For an excused absence for educational reasons:

1. This form must be completed and submitted to the principal **10 school days/two weeks prior** to the absence for excusal consideration.
2. The intent of the experience must be educational and comparable to that which the student would experience in school, such as travelling to a national monument or museum, or a student serving as a legislative page or a governor's page. As an example, theme parks, ski trips, travel sports/extracurricular activities, and cruises do not meet the requirements of a trip with educational intent.
3. The absence will be coded as an excused absence once the student returns, the mandatory approved reflection activity has been completed, and all missing work has been turned in within one week of the return to school. Assignments missed by the student may not be available prior to the absence.
4. Absences will impact a student's ability to be exempt from exams in the high school exemption policy.

*Athletic guidelines for practices and games will be followed.

Date of Form Submission: _____ School Name: _____

Student Name: _____ Grade: _____

List other school-age children in your home who will also intend to be absent. A form must be submitted to their school.

Name: _____ School: _____

Name: _____ School: _____

Name: _____ School: _____

Date(s) of proposed absence: _____

Date of return to school: _____ Total number of days of school to be missed: _____

Please briefly describe the educational opportunity:

_____

_____

_____

_____

_____

_____

_____

_____

AGREEMENT:
As the parent or guardian, I attest that my student's absence from school is an educational opportunity that is of comparable value to my child's regular attendance in school. I acknowledge that the absence will be marked "excused" upon my child's completion of the mandatory reflection and missed assignments within the agreed upon time.

Parent/Guardian Name: _____ Phone number: _____

_____ _____

Signature of Parent/Guardian Date

For Office Use Only – Before the Trip:

☐ Absence – Initial Approval ☐ Absence - Not Approved

Reflection Activity Approved by Principal or Designee and turned into the main office no later than one week after returning from the trip (must be completed in addition to missed schoolwork):

- ☐ Daily journal
- ☐ Artifacts collected to create a portfolio with a one-page written reflection (brochures, ticket stubs, pictures)
- ☐ Google Slides presentation
- ☐ Other _____

_____

_____ _____

Principal Signature Date

*Return a copy of the form to the parent/guardian (once above portion is completed). Leave copy with Data Manager.

For Office Use Only - After the Trip When the Student Has Returned:
This form is kept by Data Manager and completed by Data Manager upon communication with the teacher(s) and principal or designee. Completed form should be kept in the cumulative folder for the current school year. To be purged at the end of the year.

Teacher, Class, Period	Work Completed (yes/no)	Work Not Completed (yes/no)

- ☐ A. All missing work for all classes has been completed and turned in to the teacher(s) (within one week of return). Data Manager emails teachers to check
- ☐ B. The determined reflective activity has been completed and turned in to the main office, and reviewed by the principal or designee – Data Manager communicates with administration to check
- ☐ Absence(s) have been coded as Excused Educational if conditions A and B have been met – Data Manager changes absences if conditions of A and B have been met

Data Manager Signature: _____ Date: _____