

Eastern View High School
Request for Pre-Approval of Absences
Out-of-Town Family Emergency or Family Travel

In accordance with the Compulsory Attendance Laws issued by the State of Virginia, Culpeper County Schools will be closely monitoring student absenteeism. It is imperative that parents keep an open line of communication with the school regarding absences, and parents should always send a note to the Attendance Office when their child returns from any absence from school. Absences will be **unexcused** until contact is made by a parent/guardian. An absence will only be excused when a student is out due to illness or related medical reasons, death in the family, or pre-approved out-of-town family emergency or family vacation.

Prior approval for an out-of-town family emergency or family vacation is required for these absences to be excused. Parents should note that according to school attendance regulations for parent-excused absences, parents may excuse up to 10 absences per school year, including days requested for pre-approval of absences due to out-of-town family emergency or family travel, without third-party documentation. Subsequent absences will need third party documentation in order to be excused.

REQUEST FOR PRE-APPROVAL OF ABSENCES

Student's Name _____

Homeroom Teacher _____

Reason _____

Traveling to _____

Date(s) of Absence(s) _____

Educational Value of Trip, if applicable _____

I understand that I am responsible for seeing that all missed assignments are completed and turned in upon return according to the Student Handbook on page 17 under Make-Up Work. In addition, I understand that students traveling for more than five consecutive school days may be withdrawn from school enrollment until their return. Placement into the same classes or courses from which the student withdrew will be attempted, but is not guaranteed.

Parent Signature _____ Date _____

Office Use Only	
_____ Approved	
_____ Not Approved	
Reason not approved: _____	
_____	_____
Principal's Signature	Date