

# REQUEST FOR ATTENDANCE EXCEPTION/EDUCATIONAL LEAVE FORM

ALL REQUESTS MUST BE SUBMITTED 5 DAYS PRIOR TO ABSENCE OR REQUEST WILL BE DENIED

10 days is the maximum that can be approved by a principal. Anything over 10 days must be approved by BOE/superintendent

*BOE Policy*

\_\_\_\_\_  
Name of Student

Greenbrier East High School

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

Description of request and reason for absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of educational content: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent

\*It is the student's responsibility to communicate with teachers and all class work must be made up in accordance with school policy or Page 12 in the student planner.

\*\*If granted, it is the student's responsibility to keep a daily journal of the experience or other pre-approved documentation in order to document the educational content.

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We have reviewed this request and feel that it will meet the criteria stated in county policy. Therefore, we recommend that this exception be granted.

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Attendance Dean  
(Form remains with the Attendance Dean)