

Cuthbertson Middle School

To Request Absence for Valid Educational Opportunity

***This form must be completed by the student's parent/guardian and be filed with the principal at least five days prior to the day of absence.

Student's Name: _____

Reason for Request:

Date(s) of Requested Absence: _____

Benefits for Student: _____

I will be sharing my presentation/project with (specify teacher or class) _____.

Date

Parent/Guardian Signature

(THIS SECTION TO BE COMPLETED BY Principal)

_____ Approved (Excused Absence) _____ Unapproved (Unexcused Absence)

Principal's Signature

Date

(THIS SECTION TO BE COMPLETED BY teacher/class)

The above mentioned student has completed his/her presentation to my class.

Teacher's Signature

Date

***Please return to Diane after presentation is completed and form is signed by Teacher.**

****NOTE:** If this request is approved, the student is required to make a presentation to a class or teacher about the educational opportunities provided by this trip. It is the student's responsibility to request any make-up work from all teachers **PRIOR** to the absence.
