



**Western Union Elementary School**  
Kristi Williford, Principal  
4111 Western Union School Road  
Waxhaw, NC 28173  
Phone 704.843.2153  
Fax 704.843.9019  
<http://wues.ucps.k12.nc.us/>

## Request Excused Absence for Valid Educational Opportunity

This form must be completed by the student's parent / guardian and be given to the principal at least 5 school days prior to the day of the absence.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Today's Date \_\_\_\_\_ Date(s) of requested absence \_\_\_\_\_

Please explain the educational opportunity the student will be attending and how the activity meets the criteria of 1) having an educational purpose, 2) having significant educational value, and 3) how the activity is related to the common core state standards. Use additional paper if needed.

---

---

---

---

---

---

---

---

**\*\*\*NOTE:** If this request is approved, the student is required to make a presentation to the class about the educational opportunities provided by this trip. The presentation must be done within in 5 school days of the students return. It is the student's responsibility to request any make up work PRIOR to the absence.

**THIS SECTION TO BE COMPLETED BY PRINCIPAL**

\_\_\_\_\_ Date Received from parent

\_\_\_\_\_ (Excused Absence)      \_\_\_\_\_ Unapproved (Unexcused Absence)

Date copy given to:

\_\_\_\_\_ Parent                      \_\_\_\_\_ Teacher                      \_\_\_\_\_ Data Manager

Principal's Signature \_\_\_\_\_

---

**THIS SECTION TO BE COMPLETED BY TEACHER**

Dates student was absent \_\_\_\_\_

Date student gave presentation \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Teacher: please return completed form to the Data Manager.