

PRIOR APPROVAL FORM

Educational Opportunity of Family Travel or College Visit

 Watauga High School recognizes the positive correlation between regular school attendance and achievement. Regular attendance, therefore, shall be required. The primary responsibility for attendance rests with students and their parent(s)/guardian(s).

STUDENT NAME: _____ STUDENT ID#: _____

DATE(S) of ABSENCE: _____ GRADE LEVEL: _____

REASON for ABSENCE

Family Travel

Nature of or Place Visiting:

Can take up to **five (5)** days of family travel in a school year as excused absences. (Missed days DO count toward the eight(8) allowed absences)

Post-Secondary Institution Visit**

JUNIORS & SENIORS ONLY

Institution Visiting:

**Must provide documentation of visit upon return to school. (Signed letter from institution official or dated tour agenda)

Can take up to **two(2)** days of post-secondary visits in a school year as excused absences. (Missed days DO count toward the eight(8) allowed absences)

In all situations, students are responsible for acquiring, completing and turning in assignments and/or acquiring and responding appropriately to any information given in a missed class. Students are required to make up all work missed for all absences, excused or unexcused. *As the parent/guardian of the student, I am aware of my child's responsibilities as listed above and of their responsibility for documentation following the trip in order for this date(s) to be excused. I also understand that these dates count towards the allowed eight absences no matter what other circumstances arise.*

PARENT SIGNATURE: _____ **DATE:** _____

TEACHER ACKNOWLEDGEMENT (Initial A/B Class) Student should have teachers complete this section before turning in to attendance office.	ADMINISTRATION APPROVAL OFFICE USE ONLY
1st Block: _____ B) _____	1st Block Absences (including tardies): _____/_____
2nd Block: _____ B) _____	2nd Block Absences (including tardies): _____/_____
3rd Block: _____ B) _____	3rd Block Absences (including tardies): _____/_____
4th Block: _____ B) _____	4th Block Absences (including tardies): _____/_____
	Signature: _____

In order to obtain credit in a course a student may have no more than 8 absences in that course. More than 8 absences can result in no credit being given for the course and an Attendance Advisory Committee process. ALL absences count towards the 8 day limit. If a student is absent from a class more than 8 days, the student will receive a grade of FF (Failure Due to Attendance) and has a right to appeal to the Attendance Advisory Committee.