



REQUEST FOR EDUCATIONAL OPPORTUNITY FOR EXCUSED ABSENCE

To Parents:

North Carolina law requires that all absences be coded lawful or unlawful.

Per the MCA Policies and Procedures Manual

.40 Classifications of Absences

.401 Excused absences include the following: Illness and injury, quarantine, death in the immediate family, medical or dental appointments, immediate family demands which cannot be taken care of outside of school hours and other conditions which are approved by the principal if the need arises.

.402 Plans for prearranged absences are to be submitted in writing by the parent or guardian to the appropriate principal for approval within a reasonable period of time preceding the absence. The principal then excuses the student if it is for a good substantial cause. Students who attend class trip(s) will be counted present for each day of the trip. Any student not taking part in the class trip is expected to attend school while the class is on the trip. Planned work will be given to the student. Students who choose not to attend school during the planned class trip will be credited with an unexcused absence. Principal may modify required attendance on campus.

.403 Unlawful and unexcused absences: An unexcused absence would be considered an unlawful absence since Millersville Christian Academy children are under the compulsory attendance law, North Carolina General Statutes 115C-378 and 115-379.

Therefore, if your family has planned a trip or an appointment and you wish to request consideration for the trip to be an excused absence, please complete the following form.

Child's Name: _____

Homeroom Teacher's Name: _____

Date(s) of Trip: _____

Destination: _____

I believe this trip will provide the following educational opportunities:

I understand if this trip is approved it will be my child's responsibility to make up any work missed due to the absence.

Parent Signature

Date of Request

_____ **Approved**

_____ **Denied**

Principal's Signature _____

Comments: _____
