

Post-Secondary Opportunity – Attendance Excusal
Requests should be signed before absence

Student's First & Last Name (print): _____ **Grade:** _____

Throughout the year, students have opportunities to participate in activities that help them explore their post-secondary opportunities. Students are allowed **up to three (3) excused absences per semester** due to missing school for post-secondary opportunities. Please use this form to have the absence caused by those opportunities excused.

Please complete the following steps:

1. Complete the information below prior to your absence and obtain the needed signatures.
2. Have a parent/guardian call to verify your absence with the Attendance Secretary on the day you will be absent.
3. Obtain verification of your participation in the Post-Secondary Opportunity, such as:
 - a. Letter for your college/university verifying your visit
 - b. Letter from your coach/scout verifying you participation
 - c. Program from your visit
 - d. Other verification as approved by your administrator
4. Turn completed Post-Secondary Opportunity – Attendance Excusal form and verification of participation in to the attendance secretary

Once the above process is completed, absences will be marked as excused and **will not** count against the student for credit purposes. Please note that this absence **will** still count in the student's cumulative attendance record, including for A+ Program purposes.

Post-Secondary Opportunity _____

Dates absent: _____

Please write a brief statement of how this aligns to your post-secondary plans / ICAP:

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Administrator Approved: **Yes** **No** **If no, reason:** _____

Administrator signature: _____ **Date:** _____

**Turn completed form & documentation in to
the Attendance Secretary following visit.**