

EXCUSED ABSENCE FOR RELIGIOUS OR EDUCATIONAL REASONS:

Students need prior approval to have absences for educational or religious reasons excused. The request should be submitted on the attached Wake County School Form #1710.

Please note:

- Complete both pages of this form and submit it to the Attendance Office. Absences are to be requested **at least 3 school days in advance** in order for teachers to be notified. Please note that turning in this form does not guarantee approval.
- After approval, the student is to pick up the signed Approved Absence in Advance form from the Attendance Office and have it signed by his/her teachers PRIOR to the absence.
- For these approved in advance absences, work assigned in advance of the absence is due upon the student's return to school. The responsibility for securing and arranging for make-up work rests with the student.
- Seniors are allowed 2 college day visits per year. Juniors are allowed 1 college day in the spring. College days require the same advance approval notice as educational trip requests. In addition, students are required to bring verification of their college visit from the college to be submitted to the Attendance Office upon return to school.
- **PER THE WCPSS ATTENDANCE POLICY, ALL ABSENCES, WHETHER EXCUSED OR UNEXCUSED, COUNT TOWARD THE 10-DAY ATTENDANCE POLICY AND SENIOR EXAM EXEMPTION.**

I have read and understand the information above regarding absences.

Parent Signature and Date

Academic Success at GHHS:

- To earn a credit, as student MUST have a passing numerical average AND be present in class in accordance with Wake County Board Policy.
- After five (5) days of accumulated absences in one or more classes, there will be a school-determined, expectations-based intervention to help the student improve his or her attendance. The intervention will involve parents. After ten (10) days of accumulated absences and failure to meet previously determined expectations, the student will be subject to failure, retention, or summer school. (WCPSS Board Policy 6000.8)
- Students are to make up all work. (Excused-100% credit. Unexcused-teacher's discretion.)
- After ten (10) days of accumulated absences, the student will receive an FF for the course. If the student with 11 or more absences has a passing average, the student's ONLY recourse is to appeal the decision in writing to the principal. Deadlines to submit appeal forms are on the school's master calendar.
- THE STUDENT IS RESPONSIBLE FOR SUBMITTING DOCUMENTATION THROUGH THE APPEALS PROCESS TO RECEIVE THE GRADE EARNED RATHER THAN THE 60/FF.

NOTE: Students with CHRONIC HEALTH PROBLEMS will not be subject to this plan ONLY IF EVERY ABSENCE is documented by a physician or health care professional.

