PARENTS: Please complete the following information and return the form to the NEIE office one (1) week prior to the scheduled absence(s) for approval by the Principal.

Student Name: ___________________________ HR Teacher: ___________________________ HR: _______

NEIE recognizes that there are times when it is necessary for your child to be excused from school attendance for the purposes of travel, educational trips, and other important family matters. We also acknowledge that, in order for students to achieve and grow as learners, it is critical that continuous attendance occur throughout the school year. When an extended absence is necessary, students will be afforded the opportunity to make up missed school work for excused absences.

DATES OF ABSENCE: [from] ___________________________ [through] ___________________________.

TOTAL DAYS OF ABSENCE: _______.

REASON FOR ABSENCE: [please include the nature and location of the trip and educational objectives].

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

PARENT SIGNATURE: ___________________________ DATE: __________

THIS SECTION TO BE COMPLETED BY CLASSROOM TEACHERS (signatures)

ELA ___________________________ MATH ___________________________

SS ___________________________ SCIENCE ___________________________

ART ___________________________ LIBRARY ___________________________

MUSIC ___________________________ PE/POOL ___________________________

PRINCIPAL’S SIGNATURE: ___________________________ DATE: __________

Mr. Brian Emick, NEIE

THIS SECTION TO BE COMPLETED BY ATTENDANCE OFFICE

Total Absences to Date: _______________ Total Days Requested: _______________ Year Total: _______________