

Absence Request Forms

EXCUSED ABSENCE FOR EDUCATIONAL ENHANCEMENT REQUEST FORM

Pease read [KRS 159.035](#) prior to completing this request form. Note highlighted areas.

159.035 Participation in 4-H activities to be considered attendance – Excused absence for educational enhancement – Appeal of denial of excused absence – Exception for testing periods.

1. Notwithstanding the provisions of any other statute, any student in a public school who is enrolled in a properly organized 4-H club shall be considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided, the student is accompanied by or under the supervision of a county extension agent of the designated 4-H club leader for the 4-H club educational activity participated in.

2. Except as provided in paragraph (e) of the subsection, a public school Principal shall give a student an excused absence of up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be a significant educational value, including but not limited to participation in an education foreign exchange program or an intensive instructional, experiential, or performance program in one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and the arts.

(a) A student receiving an excused absence under this subsection shall have the opportunity to make up school work missed and shall not have his or her class graded adversely affected for lack of class attendance or class participation due to the excused absence.

(b) Educational enhancement opportunities under this subsection shall not include nonacademic extracurricular activities, but may include programs not sponsored by the school District.

(c) If a request for an excused absence to pursue an educational enhancement opportunity is denied by the school Principal, a student may appeal the decision to the District Superintendent, who shall make a determination whether to uphold or alter the decision of the Principal. If a Superintendent upholds Principal’s denial, a student may appeal the decision to the local Board of Education, which shall make a final determination. A Principal, Superintendent, and local Board of Education shall make their determinations based on the provision of this subsection and the District’s school attendance policies adopted in accordance with [KRS 158.070](#) and [KRS 159.150](#).

(d) A student receiving an excused absence under the provisions of this subsection shall be considered present in school during the excused absence for the purposes of calculating average daily attendance as defined by [KRS 157.0320](#) under the Support Education Excellent in Kentucky program.

(e) A student shall not be eligible to receive an excused absence under the provisions of this subsection for an absence during a school’s testing window established for assessments of the Commonwealth Accountability Testing System under [KRS 158.6453](#) or during a testing period established for the administration of additional district-wide assessments at the school, except if a Principal determines that extenuating circumstances make an excused absence to pursue an educational enhancement opportunity appropriate.

School: _____ Student Name: _____
 Date of Application: _____ Dates of Opportunity: _____ Sponsor Organization (where applicable): _____
 Parent/Guardian Name, Phone number, Address: _____

Curricular Area: (Check one) English Science Mathematics Social Studies Foreign Language the Arts

Description of the significant educational value of this enhancement opportunity: _____
 Academic Expectation: Students are responsible for all make up work during this absence. (see [KRS 159.035](#) (2)(a))

Parent/Guardian signature: _____ Date: _____

Principal Approval: _____ Date: _____

Principal Denial: _____ Date: _____

Reason for denial: _____

If appealed to the Superintendent:

Superintendent Approval: _____ Date: _____

Superintendent Denial: _____ Date: _____

Reason for Approval or Denial: _____

Teacher Signatures: (I am aware that this student has been excused for purposes of an educational enhancement opportunity.)

(1) _____ (2) _____ (3) _____
 (4) _____ (5) _____ (6) _____

Note (Upon Approval): For attendance record keeping and student grading purposes, the student above shall be considered present. [KRS 159.035](#) (2)(d)

OFFICE STAFF ONLY: I have verified that the above EHO date(s) have been checked/balanced w/the Student Information System. Building Principal or Attendance Clerk’s initials: _____

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ARMED FORCES DAY/ARMED FORCES RECUPERATION LEAVE

If a student’s parent, de facto custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, a public school principal shall give the student an excused absence for one (1) day when the member is deployed and an additional excused absence for one (1) day when the service member returns from deployment ([KRS 159.035\(3\)](#)).

1. When recording the attendance for a student using an Armed Forces Day, the school should code the day(s) as AFD:
 - An excused absence for one (1) day when the member is deployed
 - An additional excused absence for one (1) day when the service member returns from deployment.
2. When recording the attendance for a student using an Armed Forces Recuperation leave, the school should code the day(s) as AFR:
 - Excused absences for up to ten (10) days for visitation when the member is stationed out of the country and is granted rest and recuperation leave

A student receiving an excused absence under these subsections shall have the opportunity to make up schoolwork missed and shall not have his/her class grades adversely affected for lack of class attendance or class participation due to the excused absence.

A student receiving an excused absence under these subsections shall be considered present in school during the excused absence for the purposes of calculating average daily attendance.

Documentation should be on file for students taking an AFD day(s) and AFR day(s). If no documentation exists, student must be marked absent.

School: _____ Date: _____

Student’s Name: _____

Date the student will not be in attendance: _____

Parent/Guardian Name: _____ Phone Number: _____

Academic Expectation: Students are responsible for all make up work during this absence.

Parent/Guardian signature: _____

Teacher Signatures: (I am aware that this student has been excused for purposes of an Armed Forces Day.)

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____