

# Charleston County School of the Arts

## ADVANCE APPROVAL FOR EDUCATIONAL ABSENCE

This completed form must be submitted to the Attendance Secretary, at least five (5) days prior to the absence

**Failure to follow policy may result in the absence being counted as unexcused. SOA discourages students from missing school during exams and on days prior to/immediately following a holiday.**

Students, who wish to be excused from class(es) to participate in activities other than SOA instructional activities such as visiting colleges, auditioning and interviewing at colleges, or competing in state, regional or national contest in students' art area, must:

- 1. Establish and document with specificity the purpose for the absence below:**

Purpose of Absence: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Student's Name (Please Print)	Date	Parent's Signature	Date
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- 2. Submit for approval to grade level assistant principal.**

Approved     Denied

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

- 3. If the absence is approved, students must communicate the absence to all teachers whose classes will be missed to discuss and document a plan to include due dates for completing missed work.**

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[ DETACH PLAN ]  
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Teacher/Course	Make-Up Work Plan (i.e., submit via e-mail, post on website, hand-deliver upon return, etc.)	Due Date(s)
1A		
2A		
3A		
4A		
1B		
2B		
3B		
4B		