

STEAM Absence Exemption – Instructional Time Approval Request Form

TODAY'S DATE

Student Information

STUDENT NAME		GRADE
PARENT/GUARDIAN NAME	PARENT/GUARDIAN PHONE	PARENT/GUARDIAN EMAIL

1) Activity Category (select one)

- | | |
|---|---|
| ☐ CTSO Event
(Career & Technical Student Organization) | ☐ Youth Organization Competition
(local, state, or national) |
| ☐ FFA Event
(local, state, or national FFA) | ☐ Youth Organization Exhibition
(local, state, or national) |
| ☐ 4-H Event
(local, state, or national 4-H) | ☐ Youth Organization Conference
(local, state, or national) |

2) Activity Details

ACTIVITY/PROGRAM (include name of adult supervisor if different than approving educator)		
SPONSORING ORGANIZATION/EMPLOYER/INSTITUTION		SITE/LOCATION (or virtual)
ACTIVITY DATES AND TIMES (note the school day hours [from/to] that will be missed):		ESTIMATED TOTAL HOURS

3) Evidence of Participation (required attachment)

Examples include registration/confirmation, event schedules, employer agreements, youth organization documentation, results/ratings, certificates, supervisor logs, or blended learning enrollment/plan.

LIST EVIDENCE ATTACHED:

4) Learning Outcomes/Competencies

DESCRIBE THE TARGETED LEARNING OUTCOMES AND HOW THEY WILL BE DEMONSTRATED OR ASSESSED:

5) Supervising/Approving Educator

NAME	TITLE/ROLE
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Educator Confirmation: *I confirm that the student’s participation and learning outcomes are approved and will be supervised/verified for competency assessment consistent with district policy and state requirements.*

DIGITAL OR ORIGINAL Authorized Signature

Date

6) Teacher/Coach Notifications

List teachers for classes that will be missed. The student and parent/guardian must notify teachers, and the student must obtain missed assignments.

Class	Teacher	Date	Signature
1st hour			
2nd hour			
3rd hour			
4th hour			
5th hour			
6th hour			
7th hour			
8th hour			
Activity Sponsor/ Coach			

7) Student & Parent/Guardian Acknowledgments

- ☐ Approval must be granted in advance for time to count.
- ☐ The student is responsible for obtaining missed assignments.
- ☐ Teachers will provide reasonable opportunities to complete missed work.
- ☐ Students will not be penalized for participation in approved activities.
- ☐ Required evidence must be provided to document participation OR absence exemption may be revoked.

DIGITAL OR ORIGINAL Student Signature

Date

DIGITAL OR ORIGINAL Parent/Guardian Signature

Date

8) Building Principal Final Signoff

PRINCIPAL NAME

DIGITAL OR ORIGINAL Principal Signature

Date

Decision: ☐ Approved ☐ Approved with conditions ☐ Not approved

COMMENTS/CONDITIONS: