



# G.R. Whitfield School

4839 School Road  
Grimesland, NC 27837  
(252) 752-6614 Fax (252) 752-7484  
"Promoting a Culture of Excellence"



Amanda Bailey  
Principal

Joshua McClure  
Assistant Principal

Dear Parents,

If you need to excuse your child from school to pursue off campus educational opportunities, please fill out the following form at least 2 weeks in advance of the scheduled absence. Upon receipt of the form, the GRW Attendance Committee will meet to approve or deny the request. If approved, the team will select an assignment or project to be completed in lieu of attending school. All class work must be requested in advance from classroom teachers and turned in upon the day your child returns to school. Additionally, the attendance team may choose to excuse only a portion of the days depending on the length and scope of the trip.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Trip Dates: \_\_\_\_\_

Trip Location: \_\_\_\_\_

Educational Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use:

Date Reviewed: \_\_\_\_\_

Approved

Denied

More Information Needed

Assignment/Project: \_\_\_\_\_

Due Date: \_\_\_\_\_