

REQUEST FOR EXCUSED ABSENCE DUE TO AN EDUCATIONAL OPPORTUNITY

Educational Leave is designed to allow students who will engage in out of school activities that are aligned with academics and state standards an opportunity to learn outside of the classroom. Educational Leave must be requested 4 weeks in advance of the travel to the core teacher. The teacher will then review the request for academic and standards alignment and make a recommendation (approve/deny). The request should then go to leadership for a final review and decision.

I am requesting that my child, _____''s (student name) absences are marked as excused on ______(date/s) to participate in an educational opportunity that is of comparable (addressing the same standards) value to my child's regular attendance in school.

Parents: Please describe the educational opportunity and the core subject standards (ELA, Math, Science, Social Studies) that will be covered during the time the student is away from school.



Teacher Comments:

Parent / Guardian Signature	Date
Teacher Signature	Date
Teacher Recommendation Approved Denied 	
Administrator Signature	Date
Final Administrative Decision	

- □ Approved
- □ Denied

Students who miss more than 3 consecutive days (if approved) will be expected to complete missed work and submit it for grading within 1 week of returning to school.

After the form is completed by the parent, it will go to the teacher for review and standards alignment. The teacher will then make a recommendation for administrative review. Administration will make a final decision and provide a copy of the form/response to the parent and to the Data Manager.

This process should be completed within 5 school days of receiving the form from the parent.

Revised September 2022