

Educational Enhancement Opportunity Request Form

To request an absence to participate in an educational enhancement activity, please complete this application and return it to your Principal at least five (5) days prior to the anticipated event. The following standards shall apply to all requests:

The proposed activity must have significant educational value and be intensive in nature.

The proposed activity must be directly related to one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and/or the arts.

The proposed activity is:

- An intensive program related to the core curriculum;
- An educational foreign exchange program
- Other (explain) _____

A student may be approved for up to ten (10) days of absences per year for this purpose.

This type of absence cannot occur during the school’s state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.

The Principal will determine if the activity is of significant educational value.

If the request is approved, the student will receive an excused absence and will be able to make up work. The student’s grade(s) shall not be adversely affected for lack of class attendance or class participation.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date(s) of Intended Absence(s) _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having “significant educational value,” and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

Signature of Parent/Guardian

Date

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STUDENT CONTRACT:

I _____ understand I am responsible for any schoolwork missed during the time I am away from school on an educational trip. I also agree I will complete all assignments and turn them in within _____ days after returning to school. I will complete a written report or PowerPoint presentation regarding the place that was visited; what was learned and how the trip helped me apply specific school subject matter to “real world” situations.

Student Signature

Date

For Office Use

Number of Excused Absences to Date: _____ Number of Unexcused Absences to Date: _____

Total Number of Absences to Date: _____ Initials of staff member completing this section: _____

STATUS OF REQUEST

This request must meet all criteria to be eligible for an educational enhancement opportunity absence:

This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes () No ()

The activity is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes No

_____ **APPROVED** _____ **DENIED**

Principal’s Rationale:

SIGNATURE OF PRINCIPAL

DATE

Written appeal of a Principal’s decision will first go the appropriate Curriculum Director.

Review/Revised:1/20/09