

Attendance Forms

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 school principal at least five (5) days prior to the anticipated event. The following standards shall apply to all requests:

1. The proposed activity must have significant education value.
2. 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.
3. The proposed activity is:
 - An intensive program related to the core curriculum;
 - An educational foreign exchange program
 - Other (explain) _____
4. Approval may be given for up to ten (10) school days.
5. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted; and
6. 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 affected adversely for lack of class attendance or class participation.

If the request is denied by the Principal then the decision may be appealed to the Superintendent. If the Superintendent upholds the Principal's denial, the student may appeal the decision to the local board of education..

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

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

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Excused Absences To Date _____ Unexcused Absences To Date _____ Total Absences to Date _____

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 Student Date Signature of Parent/Guardian Date

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FOR SCHOOL USE ONLY – TO BE COMPLETED BY PRINCIPAL/DESIGNEE

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

- 1. This request is for an absence that will have an educational purpose.
Yes No
- 2. This request is for an absence that will have “significant educational value” and be “intensive” in nature.
Yes No
- 3. The activity is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts.
Yes No

As Principal, I recommend I do not recommend that this educational opportunity absence be granted.

Principal’s Rationale:

Signature of Principal

Date

USE ONLY IF DENIED BY THE PRINCIPAL

As Superintendent, I support I do not support the Principal’s recommendation

Superintendent’s Rationale _____

Signature of Superintendent

Date

The District grants does not grant this educational opportunity absence.

Signature of the Board Chairman

Date

Review/Revised: 10/19/2010