

# Request for Approval of Excused Absence for Educational Opportunity

School Board Policy JED-PC, Student Absences/Excuses/Dismissals, emphasizes the importance of student attendance. The policy specifically states that "All students are expected to attend school 180 days, to be on time for classes, and to remain in school all day, in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility." In order to achieve these goals, the parents and school staff need to cooperate in an effort to ensure the achievement and attendance of students.

When a student is absent from school, an excuse must be provided. School Board Policy JED-PC lists the reasons for excused absences. One of the reasons for an excused absence is for an educational opportunity. An educational opportunity must be approved in advance of the trip. There is an expectation that assignments missed while away from school will be made up. Students will also be expected to share the learning experiences obtained from the educational opportunity with the teachers and students.

The form below must be completed and submitted to the appropriate school principal at least one (1) week prior to the date of the trip. The principal will approve or not approve the trip as an educational opportunity based on the information provided below.

1. What places will be visited on the trip? \_\_\_\_\_
2. What is/are the date(s) of the trip? \_\_\_\_\_
3. What educational opportunities will the student experience on this trip? \_\_\_\_\_  
\_\_\_\_\_
4. How and when will assignments/instruction missed at school be made-up? \_\_\_\_\_  
\_\_\_\_\_
5. How will the student share with the teacher and class what was learned on the trip?  
(Examples: photographs, presentations to the class) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_  
Date

**This section is to be completed by the appropriate school principal.**

Date of receipt of application: \_\_\_\_\_

The application is:

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Principal's Signature \_\_\_\_\_  
Date

A copy of this request form should be provided to the appropriate classroom teacher(s).