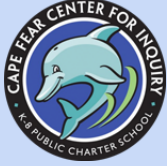


Educational Leave Request

Student Educational Opportunity: On occasion, students may encounter an exceptional opportunity for an experience of an educational nature that results in an absence(s) from school. While these events may not be part of their schoolwork, they provide an excellent opportunity to further their education. Under certain circumstances, the days devoted to these opportunities can count as excused absences. The Educational Leave form can be used for absences of (1) or more days. Approval (meaning the absence is excused) of student leave for educational opportunities is awarded on a case by case basis and is based on a number of factors. Additionally, there may be circumstances where the leave would be approved for one member of a family but not approved for a sibling. If the Student Educational Opportunity request is not approved as excused, the absences will be coded as unexcused and the protocol for unexcused absences, as outlined in the handbook, will be followed. All absences, whether excused or unexcused require the student to make up missed work.

Procedure for requesting an excused absence for a Student Educational Opportunity:

1. The parent or legal guardian should request a form entitled “**Educational Leave Request**” from the front office or obtain this form from our website.
2. The parent or legal guardian should complete and return the form to the front office. Both a parent/guardian and the student should sign the form. The front office will stamp the form indicating the date received.
3. The form must be received by the front office at least **10 school days prior to first date of the absence**. If the form is received at least 10 days prior to the absence, the front office will forward the form to the student’s homeroom teacher.
4. The teacher will review the request and either approve or not approve the request based on the information provided on the form. If approved, the teacher will initial the form. This form will indicate the missed work to be completed and/or the inquiry project to showcase the educational opportunity upon return to school (work/project will be recorded on the back of the form).
5. The form will then be signed by the supervising Coordinator/or Director
6. The final determination of whether or not the absence is excused will be contingent on the student completing the assigned work listed on the make up work form by the due date. The teacher will return the form to the office with signature acknowledging the work/project has been completed. Failure to do so **will** result in the absence being unexcused.
7. General travel and family vacations will not be excused.
8. Approval may be withdrawn if the opportunity is canceled or the student fails to meet the mutually agreed on requirements of the approval.



Educational Leave Request

Date Received by Front Office: _____

Is this date at least 10 school days prior to the absence: (circle one) Yes No

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law in 1955. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents/guardians responsible and accountable to insure that their children's absences from school are valid. Ten (10) types of valid absences are established by the rules and regulations set forth by the State Board of Education. One of those is, when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. CFCI requires advanced permission for excused absences for educational opportunities. Please fill out the form and return to the front office at least 10 days prior to the absence. **Please fill out a form for each student you are requesting the excused absence for.**

Student Name: _____

Homeroom Teacher _____

Dates of absence: _____

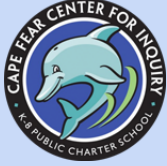
Please describe the educational opportunity below. The description should include the objective of the opportunity, how the objective links to coursework or the educational development of the student and the proposal to share the educational opportunity with the class.

Student Signature:

Parent Signature:

Homeroom Teacher Signature:

Coordinator/Director Signature:



Educational Leave Request

Work in CORE /Spsubjects	Teacher Signature (when assignment is completed)	Assignment
Reading		
Writing		
Math		
Science		
Social Studies		
Other: Specialist teachers may assign a project for student to do and present to class.		

To Be Completed After the Student's Return

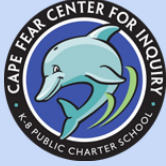
**Failure to return the signed copy from the teacher to the front office may result in the recording of an unexcused absence. Work is due no later than 3 days upon the return of student to school.*

Based on the completion of the student's work, is the absence excused? Yes No

Homeroom Teacher Signature: _____

Date: _____

***Teacher: Please remember to return a copy of this form to the front office.**



Educational Leave Request

Policy 469

Educational Leave Policy

Family vacations should be planned around the school calendar. Travel that has an educational value may be counted as an excused absence. To qualify, parents need to request an excused absence **at least ten (10) school days** in advance of the trip. The request should be written to the Director or designee and the classroom teacher via the **Educational Leave Request Form**. The request must include the date of the trip, location of the trip, daily plan of learning experiences, and the date of return to school. In addition, assignments missed during the trip must be completed in a timely manner upon return.

Students are required to submit agreed upon assignments within the specified timeframe, as indicated by the student's teacher(s). Failure to submit assignments within the designated time frame may result in denial of educational leave.

Families may request educational leave only one time per school year. The school can only **excuse up to five (5) days per year** for educational leave. **Educational leave will not be granted during the first twenty (20) days of school or during state testing windows.**