



Request for Excused Educational Opportunity Absence

Requests for student absences to be excused as Educational Opportunities must be submitted **two weeks** prior to dates of absence. All of the following criteria must be met for proposals to be approved:

- Proposed absences are between 1-5 school days.
- Student must have fewer than 10 unexcused absences this school year.
- Student must not have missed more than 10% of school days this school year.
- Upon return to school, student must present a product of their learning AND any missed work within 5 school days.

Student name(s) and grade

Person requesting leave

Dates of proposed absence

Today's Date

Description of proposed educational activities (include a statement of why this trip cannot be scheduled when your child will be off from school and why you believe this absence will be educational)

Description of the product your child will develop as a result of this activity and how this product will be shared with the class and/or teacher.

Requestor's Signature

Date

- Approved
- Denied

Attendance Officer's Signature

Date