

EDUCATIONAL LEAVE / REQUEST FOR ABSENCE FOR VALID EDUCATIONAL OPPORTUNITY

Absence from school for reasons other than illness is **strongly** discouraged at Community House. In the event that such absence is deemed to have substantial educational merit, a parent may apply, **at least 3 weeks in advance for the absence**, for educational leave for a student. By state law, the absence can **only be** excused if the educational leave is **directly** related to the **specific curriculum for the student's current grade level**. This process requires the completion of a pre-approved independent contract, involving a project, journal, or presentation in addition to completing all make-up work upon the student's return to school. Upon satisfactory completion of the contract, an excused absence will normally be allowed for no more than one occasion per school year. **Teachers are not expected to provide make-up assignments in advance; make-up work should follow the student's return to school in accordance with policy.** An answer will be provided by the principal within 5 business days.

Student's Name: _____ Grade: _____ Teacher: _____

Reason for Request:

Date(s) of Requested Absences: _____

Explain how this absence is related to the NORTH CAROLINA STANDARD COURSE OF STUDY for your Child's current Grade Level (Please List Objective Numbers and Descriptions that this Absence will Address):

Educational benefits to be derived from this Absence (Please link to the Specific Objectives Cited Above):

Educational Product to be Completed (Must be approved prior to absence by Teacher & Principal):

Date: _____ Parent / Guardian Signature: _____

(THIS SECTION TO BE COMPLETED BY PRINCIPAL)

APPROVED (CODE 1 - EXCUSED) COUNTED AS AN ABSENCE

NOT APPROVED (CODE 2- UNEXCUSED) COUNTED AS AN ABSENCE

Date: _____ Principal's Signature: _____

NOTE: If the request is approved, the student is responsible for requesting make-up work from all teachers **after** the absence. 6/2018