

Educational Absence Request Approval Form

Elizabeth Lane Elementary School

Educational requests must be submitted at least five days in advance in order for the principal to review the request. Requests received during or after the trip will be denied. No requests will be approved during the first 20 days of the school year for students K-5 or during the last fifteen days of the school year for grades 3-5.

While many experiences are educational, the parameters for an excused absence are intended to reinforce curriculum standards or afford a unique opportunity. Please visit the "Curriculum" page of the Elizabeth Lane website for current grade level standards to align your reasons for requesting the time away to grade level standards. No more than five days of educational leave per school year will be approved.

Students will be required to complete a journal entry for each day of school that is missed for an approved educational absence. The journal should be returned to the school office within one week of returning to school. Students are also responsible for completing any schoolwork that is missed during the trip. Teachers are not usually able to give work in advance of the absence.

Student Name _____ Homeroom Teacher _____

Date(s) of Trip _____ Number of School Days Missed _____

Destination _____

Grade level standard reinforced by trip: (Example: Grade 3 Science Standard: 3.E.2 Compare the structures of the Earth's surface using models or three-dimensional diagrams.)

Activities that align with the standards: (Describe in detail specific academic activities the child will be engage with that align with the above standards. Example: *We will visit the mountain region and explore the features of the landforms.*)

I acknowledge that completing makeup work will not replace classroom instruction and that additional parental support may be needed to learn missed content. I also understand that educational leave will be reported as an excused absence.

Parent Signature: _____ Date: _____

For office use

Date Received _____

Decision: ___Approved ___Denied

If approved, dates excused: _____

Administrator Signature _____