

STUDENTS

09.123 AP.21
(CONTINUED)

Attendance Forms

EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

To request an absence to participate in an educational enhancement activity please complete this application and return it to your school principal at least five (5) days prior to the anticipated event. The following standards shall apply to all requests:

1. The proposed activity must have significant education value.
2. The proposed activity must be directly related to one (1) of the core curriculum subjects of English, science, mathematics, social studies, foreign language, and/or the arts.
3. The proposed activity is:
 - An intensive program related to the core curriculum;
 - An educational foreign exchange program
 - Other (explain) _____
4. Approval may be given for up to ten (10) school days.
5. Unless the Principal determines that extenuating circumstances exist, requests for date(s) falling within State or District testing periods shall not be granted; and
6. The Principal will determine if the activity is of significant educational value.

If the request is approved, the student will receive an excused absence and will be able to make up work. The student's grade(s) shall not be affected adversely for lack of class attendance or class participation.

Decisions may be appealed to the Superintendent and then to the Board of Education under the District's Grievance policy.

Student Full Legal Name: _____ Date of Application _____

Name of School _____ Homeroom Teacher _____

Date of Birth: _____ Age: _____ Grade Level: _____ Home Phone _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Excused Absences to Date _____ Unexcused Absences to Date _____ Total Absences to Date _____

Date(s) of Intended Absence(s) _____

Siblings that are also requesting an educational enhancement opportunity:

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Name _____ Grade _____ School _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts, and (4) include an itinerary for the event. (Use additional paper, if needed, and attach to this completed form.)

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1. What type of event(s) will the student participate in (foreign exchange program, instructional program, experiential program, or performance program)?

2. Explain the educational purpose of the educational enhancement activities planned during the event.

3. Explain the "significant educational value" of the event.

4. Provide a description of the academic area(s) that the student will learn about while participating in the event: (Areas may include: English, science, mathematics, social studies, foreign language or the arts).

5. Include an itinerary.

Signature of Student

Date

Signature of Parent/Guardian

Date

By signing this document, you are signing it under the penalty of perjury.

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Attendance Forms
EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM

FOR SCHOOL USE ONLY – TO BE COMPLETED BY PRINCIPAL/DESIGNEE

This request must meet all three criteria to be eligible for an educational opportunity absence:

1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes No
2. The activity is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes No

As Principal, I recommend I do not recommend that this educational opportunity absence be granted.
Principal’s Rationale:

Signature of Principal

Date

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Attendance Forms
EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM
ACADEMIC PASSPORT

Student Instructions: Sign the bottom of this form and take to all of your classes for your teachers to complete.

Teacher Instructions: Fill in the required data in the table below.

Student Name: _____ Date of Trip: _____

Period	Class	Assignment(s)	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

I agree to complete and turn in all make up school work according to the policy.

Student Signature _____ Date _____

Parent Signature _____ Date _____