PARK VIEW ELEMENTARY SCHOOL

REQUEST FOR ABSENCE FOR A VALID EDUCATIONAL OPPORTUNITY

Student: _____   Date: _____

Parent/Guardian: _____   Phone: _____

Teacher: _____   Grade: _____

Date(s) of Absence: _____

This form must be submitted to the Principal for prior approval in order to have the absences or a portion of them coded as excused. Absences that are classified as a valid educational opportunity can be coded as "excused" others will be coded as "unexcused." Requests should be submitted 2 weeks prior to the absence(s).

Please list the proposed educational objectives to be accomplished:
_____
_____
_____
_____
_____

The student/parent is responsible for contacting his/her teacher to get all missed work prior to the absence(s). The student is responsible for completing all missed work in addition to the Student's Educational Assignment approved by the principal in order to have the absence(s) coded "excused."

Options for Student's Educational Assignment:
1. Keep a daily journal during the trip. Include pictures of significant locations, thoughts and feelings about the trip, likes/dislikes, etc. Also include your itinerary, brochures and what your favorite activities were.
2. Write a report on the location of your trip. Include historical data, demographic information, major sites, etc. about the area. The report should typed or written in the student's own words and not downloaded and/or pasted directly from internet sites. The purpose is to have the student reflect on the trip and put his/her thoughts, feelings, experiences into words. Pictures and brochures are also good additions to the report.
3. Develop a student-created project. This must be discussed with the principal prior to being completed.

All projects are due within 4 days of the student's return to school After the project is submitted to the principal and verified to meet the requirements, the absences will be coded as "excused."

Parent Signature: _____   Date: _____

Principal Signature: _____   Date: _____

** If your request is denied, you will be notified.

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