



ADVANCED ACADEMIC STUDIES
International Leadership Texas
Furlough Process and Documentation

The Texas State Plan for the Education of Gifted and Talented Students provides guidelines and expectations for the furlough of students from gifted services. 1.2.3R: *“Policy is adopted allowing student furlough (the opportunity for students to have a leave of absence from gifted/talented program services) for a specified reason and for a certain period of time without being exited.”*

TEACHER: Please fill in this portion and then provide this document to parents who request a withdrawal.

Date: _____ School Year: _____ Student ID#: _____ Grade: _____ DOB: _____

Student Name: _____ Teacher: _____ School: _____

PARENT/GUARDIAN: Please fill out this part of the form and return it to the REACH teacher within 7 business days of the above date. Thank you.

Person Initiating Request: _____ Title: _____

Rationale for Furlough (to be provided by Person Initiating Request): Attach documentation

Requested Length of Furlough _____

Additional documentation may be attached.

Committee Decision

Furlough Granted _____ Furlough Denied _____

Length of Furlough _____

Member	Title	Agree/Disagree	Signature
	Teacher	Agree/Disagree	
	Parent	Agree/Disagree	
	School Administration	Agree/Disagree	
	GT Lead Teacher	Agree/Disagree	
	Other _____	Agree/Disagree	

The committee will reconvene on _____ at _____ for reevaluation.

_____ The student will receive a furlough of extension of _____ (one-time opportunity).

_____ The student will begin attending GT classes again.

_____ The student will be withdrawn* from GT services.

*Withdrawing from services for the gifted will result in retesting being required for possible reentry into the program.