

**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’s principal at least two (2) 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 not be counted absent 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.

Under the District’s Grievance policy, decisions may be appealed to the Superintendent and then to the Board of Education.

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) \_\_\_\_\_

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,” and (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. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

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_____ Signature of Student	_____ Date	_____ Signature of Parent/Guardian	_____ Date
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**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:

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Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

**FOR CENTRAL OFFICE USE ONLY**

As Superintendent/Designee, I recommend  I do not recommend  that this educational opportunity absence be granted.

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Signature of Superintendent / Designee \_\_\_\_\_ Date \_\_\_\_\_

Review/Revised:9/16/04