

Educational Enhancement Opportunity Request Forms

To request an absence to attend or participate in an educational activity, please complete this Application form and return it to your school principal **at least ten (10) days prior to the absence**. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.) The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades cannot be affected by lack of attendance or participation in classes for approved days. Proof of the trip such as an original, dated hotel receipt, original dated receipt or ticket from a place that was visited, original gas receipt from a location on the way to or from the destination, any other type of receipt that could be considered as proof. **This type of absence cannot occur during the school's KSA Testing or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal. Any student with less than 90% attendance will not be approved for an EHO.** 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: _____

of Excused Absences to Date: _____ # of Unexcused Absences to Date: _____

of 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.)

Signature of Student Date

Signature of Parent/Guardian Date

(THIS SECTION TO BE COMPLETED BY THE SCHOOL 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. This trip is tied to one of the core curriculum subjects of English, Science, Mathematics, Social Studies, Foreign Language or the Arts. Yes _____ No _____
3. The major purpose of the trip is educational. Yes _____ No _____

As Principal, I recommend _____ I do not recommend _____ that this educational opportunity absence be granted.

Principal’s Rationale

Signature of Principal

Date

FOR CENTRAL OFFICE USE ONLY

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

Superintendent’s Rationale

Signature of Superintendent

Date

The District grants _____ does not grant _____ this educational opportunity absence.

Signature of the Board Chairman

Date