



Asheville High School Educational Leave Form

If a parent anticipates an absence of a student due to an extraordinary educational travel opportunity or an absence due to a college visit, the student shall submit this form to the front office of AHS at least two weeks prior to the anticipated absence. The form must be signed by each teacher and assignments added prior to submitting the form in the office. The principal will evaluate the information provided and determine the approved educational leave. Once approved, attendance will be coded in Infinite Campus. **Incomplete and late forms will not be considered.**

Student Name: _____ Anticipated Absence Dates: _____

Parent/Guardian: _____ Parent Signature: _____

Parent Phone Number: _____ Parent email: _____

Destination and Dates of Travel (be specific): _____

Nature of Trip (be specific; attach page if needed): _____

Please attach a thorough statement about the educational value of the proposed trip. For approval you will have to tie your experiences to the standard course of study for the courses you will be missing. These can be found at:
<https://www.dpi.nc.gov/districts-schools/classroom-resources/k-12-standards-curriculum-and-instruction/standard-course-study>

Class	Teacher signatures required (A day/B day)	
Crew	Mon.	Fri.
1st period	1A	1B
2nd period	2A	2B
3rd period	3A	3B
4th period	4A	4B

Administrative Response:

Educational Opportunity Approved: _____ Educational Opportunity Denied: _____

Number of Absences Excused: _____

Principal Signature: _____ Date: _____

****Please note students are allowed 3 educational leave days per semester****