

New Town Elementary School

Educational Opportunity Request Form

The Union County Public Schools Attendance Policy identifies “Educational Opportunity with prior approval by the Principal” as one category for lawful absences. This form has been created to serve as a means of communication between the parent and the principal prior to the educational opportunity, and to provide details regarding the process that will be followed for such requests.

The final determination as to whether or not absences from an educational opportunity will be coded as lawful or unlawful will be made after the experience has taken place and the child has presented to the principal evidence of his/her learning. It is not common for the entire absence to be excused. Typically at NTES, two days requested will be considered lawful absences when an Educational Opportunity Request Form and evidence of learning is submitted.

Please carefully consider the primary purpose/nature of the trip/opportunity prior to requesting the absence be coded as lawful. If the primary purpose of the absence will be for recreation or leisure, please do not request this to be considered as an “Educational Opportunity” or lawful absence.

In order for a child’s absence(s) to be considered as lawful (as an educational opportunity), the following must occur:

1. This form must be completed and submitted to the principal, at least one week prior to the absence.
 2. Evidence of learning is completed by the student. Please note, the evidence of learning can come in the form of a journal describing what was learned, a scrapbook of photos with captions describing what was learned, a poster highlighting what was learned, a student-created travel brochure, or another similar creation that represents what was learned.
 3. Evidence of learning materials must be submitted following the time guidelines.
Time Guidelines: The student will be given two days for each day absent as a timeline for turning in the documentation of his/her learning. (For example, if the child was absent three days, the documentation of learning would have to be turned in within six days of returning to school.)
*In addition, all make-up work from the classroom teacher must be turned in within this same timeframe in order for the absence to be considered as lawful.
 4. The evidence of learning material and this form indicating the number of days that will be considered as lawful evidence will be returned to the parent.
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Student Name _____

Teacher Name _____

Date(s) of Educational Opportunity _____

Number of School Days Missed _____

Briefly describe the nature of the Educational Opportunity:

Parent Signature _____

Date _____

For administrative use only:

Number of days to be deemed as a lawful absence _____

Principal Signature _____

Date _____

(Copy is to be given to data manager and parent)