

# Sandy Ridge Elementary

## 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 serves as a means of communication between the parent and the Principal prior to the educational opportunity, and to provide details regarding the process followed at Sandy Ridge for such requests.

The final determination as to whether or not absences from an educational opportunity will be coded as lawful 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 to excuse the entire absence. Typically at Sandy Ridge, half of the days requested are 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, make a request to consider this absence as an "Educational Opportunity" or lawful absence.**

In order for the child's absences to be considered lawful for an educational opportunity, the following must occur:

1. Complete and submit this form to the Principal at least one week prior to the absence.
2. The student completes evidence of learning. Examples include....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 other similar creation.
3. Complete and submit the evidence of learning materials following the time guidelines listed below.

**TIME GUIDELINES:** The student will be given 2 days for each day absent as a timeline for turning in the documentation of his/her learning. For example, if the child was absent for 3 days, documentation of learning must be turned in within 6 days of returning to school. In addition, all make-up work from the classroom teacher must be turned in within the same timeframe in order for the absence to be considered lawful.

4. This form will indicate the approved number of days to be considered lawful absences and will be returned to the parent.

**Student Name:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**Date(s) of Educational Opportunity:** \_\_\_\_\_

**Number of School Days Missed:** \_\_\_\_\_

**Briefly describe the nature of the Educational Opportunity:**

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**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name (Printed):** \_\_\_\_\_

For administrative use:

Number of days approved as lawful absence: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(CC: Data Manager and Parent)

11/9/2020