

# Wesley Chapel 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 is 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 at Wesley Chapel 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 on a case by case basis 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. At Wesley Chapel, two days may be considered lawful absences after an Educational Opportunity Request Form and evidence of learning are 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. Disney will not be approved.**

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

1. This form must be completed 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 PowerPoint presentation, or other similar creation that represents what was learned.
3. 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 two days for the educational opportunity, the documentation of learning would have to be turned in within four 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, including location and benefits for the student:

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

For administrative use:

Number of days to be deemed as a lawful absence \_\_\_\_\_ Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

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