



**Porter Ridge Elementary School**  
Kristi Williford, Principal  
2843 Ridge Road  
Indian Trail, NC 28079  
Phone 704.289.1965  
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<http://pres.ucps.k12.nc.us/>

## **EDUCATIONAL OPPORTUNITY**

School attendance contributes to academic success. Whenever possible, family vacations should be taken when school is not in session. Students who miss a significant number of days are at risk for lower academic achievement.

To request that your child's absences be "Excused" due to a family trip, parents must complete the following form and return to Mrs. Williford at least 10 school days before your trip.

After reviewing the completed form, you will be notified whether or not your request was approved.

Please note the following:

- A student may receive up to 5 Educational Opportunity days per school year.
- It is the parent / student's responsibility to request any work PRIOR to the absences.
- If this request is approved, the student is required to make a presentation to the class about the educational opportunities provided by this trip. Prior to the trip, it is the parent's responsibility to communicate with the teacher as to what type of presentation will be expected from the student. Presentations could be: Power Point presentation, photo album with photos labeled by student, oral presentation, etc. The presentation must be done within in 5 school days of the students return and reflect the opportunities that you described above.
- Absences will be "Unexcused" until student gives their presentation.

If you have any questions, please contact the school at 704 289 1965 or email Mrs. Williford at [kristi.williford@ucps.k12.nc.us](mailto:kristi.williford@ucps.k12.nc.us).

# Request Excused Absence for Valid Educational Opportunity

This form must be completed by the student's parent / guardian and be given to the principal at least 10 school days prior to the day of the absence.

Student Name \_\_\_\_\_ Teacher / Grade \_\_\_\_\_

Today's Date \_\_\_\_\_ Date(s) of requested absence \_\_\_\_\_

Please explain the educational opportunity 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 related to the common core state standards. Use additional paper if needed.

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\*\*\*NOTE: If this request is approved, the student is required to make a presentation to the class about the educational opportunities provided by this trip. It is the parent's responsibility to communicate with the teacher as to what type of presentation will be expected from the student. Presentations could be: Power Point presentation, photo album with photos labeled by student, oral presentation, etc.

The presentation must be done within in 5 school days of the students return and reflect the opportunities that you described above.

It is the student's responsibility to request any make up work PRIOR to the absence.

## THIS SECTION TO BE COMPLETED BY PRINCIPAL

\_\_\_\_\_ Date Received from parent

\_\_\_\_\_ (Excused Absence)

\_\_\_\_ Number of days to be excused

\_\_\_\_\_ Unapproved (Unexcused Absence)

\_\_\_\_ Number of days to be unexcused

Principal's Signature \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY DATA MANAGER:**

Date copy given to:

\_\_\_\_\_ Parent \_\_\_\_\_ Teacher

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**THIS SECTION TO BE COMPLETED BY TEACHER**

Dates student was absent \_\_\_\_\_

Date student gave presentation \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Teacher: Your signature verifies that the student has given their presentation within 5 school days of their return. Please return completed form to the Data Manager. Absences will be considered "Unexcused" until this form is returned.

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**THIS SECTION TO BE COMPLETED BY DATA MANAGER:**

Date entered in Power School \_\_\_\_\_