



# Morehead City Middle School Educational Opportunity Leave Request

- 1) Leave request must be made and approved by school administration a minimum of **one week prior** to trip. A 48-hour turn around time from the submission of the request to the decision being made is requested.
- 2) For an excused absence for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. Signing this form documents that this absence is for valid educational purposes.
- 3) Experiences for students will be documents via a student-produced portfolio describing the trip and the educational events in which the student attended or participated.
  - one page for each day absent will be required in portfolio
  - portfolio forwarded to the assistant principal **within one week** of final day of the trip
  - students must make up all missed assignments **within one week** of returning
  - absences will be coded as excused as educational opportunity once portfolio is approved
- 4) Portfolios that do not meet the required expectations or are turned in after the date will not be accepted and absences will remain unexcused.

Date of Request: \_\_\_\_\_ Grade:  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup> Phone #: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Trip Date(s): \_\_\_\_\_ # of Days Out of School: \_\_\_\_\_

Educational Experience Expected as Related to Middle School Curriculum:

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By my signature below, I understand the above stated conditions that have to be met in order for this opportunity to be coded as an excused absence.

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<u>FOR OFFICE USE ONLY</u>	
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Date _____
Portfolio Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Date _____
Student Attendance Record Updated:	Data Manager _____ Date _____