

Return Form to Principal's Office

Submit this form to principal for approval prior to leave unless extenuating circumstances exist. This leave form is to be used for student/parents requesting leave not ordinarily covered or granted on the school calendar.

STUDENT _____ WVEIS # _____ DATE _____

TEACHER _____ GRADE _____

DESTINATION OF LEAVE _____

DATES OF LEAVE (not to exceed 5 days) FROM _____ TO _____ NUMBER OF DAYS _____

IN ADDITION TO ALL MAKE-UP WORK, THE STUDENT WILL ALSO COMPLETE AN **EDUCATIONAL PLAN**:

1. *What will the student learn on this trip?* _____

2. *What activities will the student be involved in related to the educational plan? Examples: Trip to museum; historical landmark, tour - be specific:*

PARENT SIGNATURE _____ DATE _____ TELEPHONE _____

FOR SCHOOL USE ONLY: _____ DATE _____

Approved Not Approved PRINCIPAL'S SIGNATURE _____

REASONS FOR NOT APPROVING _____

VERIFICATION: Teacher/Class Presented: _____

The student will be required to make a presentation regarding experiences gained while on the educational trip. Examples: Oral presentation in a class; written report; bulletin board display; exhibit(s).

STUDENT COMPLETED _____ DATE _____

(Teacher's Signature) _____ CLASS PRESENTED _____

(Principal's Signature)

Note: You may use reverse side if additional space is needed

Distribution: Original-Principal; Copy-Parent