

Planned Educational Leave absences are intended to be used for educational trips and unique learning opportunities.

Educational Leave is not intended to be used to excuse a child for a family vacation, reunion, or recreational trip.

Educational Leave is strongly discouraged during the first month of school since classroom norms, expectations and routines are being developed at that time.

Educational Leave will not be granted during the first 20 days of school since attendance during this period determines the amount of state funding Evergreen will receive.

Students are allowed five excused, planned educational absences during the course of the school year. While these are excused absences, parents need to be aware of the total number of absences that their child has accumulated. If they exceed 15, the Planned Educational Leave will not be approved.



PRE-PLANNED ABSENCE FORM FOR EDUCATIONAL LEAVE

*Teachers, please **attach the plan** for independent study. This plan should be developed in conversation with the child's parent or guardian. Once the plan is finalized, it is signed in agreement. The plan must be submitted at least two weeks prior to the absence.*

Student Name: _____

Grade/Teacher: _____

Date of requested leave: _____
(Only 5 school days may be excused in one year.)

Destination: _____

Parents, please explain the nature of your trip. Give specific examples of educational activities that you will be doing. This information will be used in developing the plan.

Parent's Signature **date**

Teacher's Signature **date**

Associate Director **date**

Work Completed _____
Teacher's Signature

Completed form for **K-4th** grade goes to Cameron Brantley and for **5th-8th grade**, to Tim Bushnell. The completed work should be turned in **within 1 week** after the child returns. When satisfactory work is turned in, absences will be excused.