

Beaufort Elementary School
110 Carraway Drive
Beaufort, NC 28516
Educational Leave Information

Beaufort Elementary School defines educational opportunities for a child as

- 1) travel opportunities not ordinarily available to students
- 2) which are considered educational in nature, and
- 3) which are extensions of the classroom.

In order for your child to be approved for an educational leave the following must be submitted to the Principal **two weeks prior to the leave:**

- Completed Educational Opportunity Request
- Itinerary of sites to be seen and activities to be experienced

This information will be reviewed and the parent will be notified should additional information be needed or should the request be denied.

While on the trip the student must:

- Keep a daily journal of activities
- Collect pictures, pamphlets, ticket stubs, etc. from places visited

Upon return from the leave the student must:

- Turn in all missed assignments to all classroom teachers
- Share collected information with the class
- Turn in their travel journal to the Principal

Should any of the above criteria not be met, the student's absences will be coded as unexcused.

Beaufort Elementary

Educational Opportunity Request

____/____/____

Submission Date

My child has the opportunity to experience an educational trip that will require his/her absence from school. In order for the absence to be excused, I understand that the following condition must be met:

1. **The student must make up all missed work.** The parent must meet with the teacher prior to the absence to explain the nature and date(s) of the trip. This will allow the teacher to gather materials and assignments for the student.
2. **Upon return, the student must present a report to the class.** This report may be oral or written, and may include photographs, souvenirs, a journal of events, etc, highlighting the place of interest which was visited.

Student _____ Homeroom Teacher: _____

Trip Date(s) ____/____/____ to ____/____/____

Destination _____

Parent Signature

Principal Approval

Post Trip Follow-Up

To be completed by Principal or designee

____ Yes ____ No Student has turned in all missed assignments.

____ Yes ____ No Student has made a presentation to the homeroom class.

Principal has communicated appropriate absent coding to the Data Manager.
Document stored in student cumulative folder.

Principal Signature

Date