

## **Absence Request Forms**

### **EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM**

A student may be allowed up to ten (10) days per school year to participate in an Educational Enhancement Opportunity (EHO) that the Principal determines to be of significant educational value. A written request must be made by the parent and student and the Principal must approve the request prior to the Educational Enhancement Opportunity dates. An example of an Educational Enhancement Opportunity would include an intensive instructional program in one of the core curriculum subjects.

#### **DOCUMENTATION**

The Kentucky Department of Education (KDE) states that a written request from the parent stating the reason for the EHO and signed by the Principal should be on file for any students taking an EHO day. The request and approval must be dated prior to the Educational Enhancement Opportunity absence. If there is no documentation, the student must be marked absent.

File a copy in the student's cumulative folder and with the daily attendance for the first day of the EHO, and send a copy to Central Office (to the DPP or the Student Information System Coordinator).

#### **PROCEDURE**

Each school must include information in the student handbook regarding the Educational Enhancement Opportunity – what it is and that an EHO request form is available at the school.

The attached request form shall be distributed to those students/parents requesting an Educational Enhancement Opportunity. The request for EHO shall follow the steps below:

1. Prior to the EHO date(s), parent and student completes, dates, and signs the first page.
2. Prior to the EHO date(s), parent and student submits the completed request form to the Principal.
3. Principal shall review the request and complete the second page indicating his/her recommendation. This must be signed and dated prior to the EHO date(s).
4. The Principal shall make a copy to give to the parent/student. The Principal shall give the original to the attendance secretary who shall make two (2) copies: the original is filed in the student's cumulative folder, one (1) copy is filed with the daily attendance for the first day of the EHO, and one (1) copy is sent to Central Office.

**Educational Enhancement Opportunity Request Form**

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school Principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school Principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of Educational Enhancement Opportunity absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades cannot be affected by lack of attendance or participation in classes for approved days. **This type of absence can not occur during the school’s state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.**

Student: \_\_\_\_\_

Date of Application \_\_\_\_\_ School \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Home Phone \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# of Excused Absences To Date \_\_\_\_\_ # of Unexcused Absences To Date \_\_\_\_\_

# of Total Absences to Date \_\_\_\_\_

Date(s) of Intended Absence(s) \_\_\_\_\_

Please explain the nature of the event 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 directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Please attach a schedule of activities/events to be attended. (Use additional paper, if needed, and attach to this completed form.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Student*                      *Date*                      *Signature of Parent/Guardian*                      *Date*

**Educational Enhancement Opportunity Request Form**

**FOR SCHOOL USE ONLY**

**(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL)**

This request must meet all three criteria to be eligible for an educational opportunity absence:

- 1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes  No
- 2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes  No
- 3. The major purpose of the trip is educational. Yes  No

As Principal, I recommend  I do not recommend  that this educational opportunity absence be granted.

Principal’s Rationale \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *Signature of Principal*

\_\_\_\_\_ *Date*

Please note – the date of application and the date of the signature of all parties must be prior to the EHO absence.

(Copy to parent: original in student’s cumulative folder; copy filed with attendance data; copy to CO)