

Collinswood Language Academy Request for an Educational Opportunity Absence

This form is to request for your child to be excused for an Educational Opportunity. Please review the information below before submitting the form.

1. You must align this trip to the CMS

Curriculum and Instruction as it pertains to your child’s grade level. **To document what your child will learn on this trip,** **please submit a journal or a written report in both languages (English/Spanish). Upon your return, send the journal or report to the office for Ms. Modine to review and grade.** You may submit the report or journal by emailing Mrs. Cabral at

Lizbethe.cabral@cms.k12.nc.us. Your child may also need to present the report to the class.

1. The student is responsible for obtaining make-up work from all teachers prior to the absence.

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| **Collinswood Language Academy**  *Empowering global leaders through quality dual language education* |

1. Your child’s teacher will use the appropriate absence code (Unexcused Absence 2A). **The absences will be excused once the office receives and grades the journal/report.**
2. **The request must be submitted 5 days prior to the absence.**
3. **If approved, please note that we only approve a total of 5 days of educational opportunity absences per school year*.***

Student Name

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Date(s) of Requested Absence

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Note where you are going

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How will this trip benefit your child?

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Office use only

* Approved
* Not Approved

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Principal’s Signature

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Date