

**Olde Providence Elementary School
Educational Opportunity Request Form
2023-2024 School Year**

This form is to be used for absences of **3 or more** consecutive days. It must be completed by the student's parent/guardian and submitted to the front office secretary **at least 1 week prior** to the start date of the absences. This form may be used **one time a year**, and a maximum of three days will be considered excused upon approval. This is contingent upon the number of accrued unexcused absences prior to the trip (less than 6) and in compliance with the [CMS attendance policy](#). Days will only be marked excused after the student completes and turns in a project outlining what they learned while on their trip. Projects should be completed and turned into the teacher within 2 weeks of returning to school.

STUDENT'S NAME: _____ TEACHER: _____

REASON FOR REQUEST:

DATES OF REQUESTED ABSENCE: _____

BENEFITS FOR THE STUDENT: _____

DATE

PARENT/GUARDIAN SIGNATURE

(THIS SECTION TO BE COMPLETED BY THE PRINCIPAL)

_____ APPROVED

_____ NOT APPROVED

PRINCIPAL'S SIGNATURE

DATE

- If this request is approved, the student is responsible for completing missing assignments within 2 weeks of returning to school.
- If this request is approved, the student is responsible for turning in his/her project **within 2 weeks for returning to school after the absences**. If the project is not turned in on time, the absences will be changed to UNEXCUSED.

PROJECT REQUIREMENTS EDUCATIONAL OPPORTUNITY ABSENCE

In order to document the educational benefits of this absence and to provide a lasting memory for your child, your child will be required to keep a journal and/or scrapbook of the experience to be shared with the Assistant Principal. It is the responsibility of the student to get the journal and/or scrapbook to the office by the designated date. If the project is late or not turned in, the absences will be coded as unexcused.

Project suggestions:

- Kindergarten and first grade students may dictate their journal to an adult. They can illustrate the journal.
- Scrapbooks might include ticket stubs, maps of the area visited, pictures, postcards, brochures, programs, research information about the place, etc.
- You may want to purchase a disposable camera and let your child take his/her own pictures. Blank books or a special notebook can be used to keep a journal of daily activities.
- Snapshots should be identified- who, what, where.
- If the occasion involves extended family members, the student can interview an older relative about when they were young, can interview someone who lives in a different place, or can interview someone with an interesting hobby or occupation.
- If possible, relate the trip to a current area of study.