



EDUCATIONAL OPPORTUNITY

Western Union Elementary School
Kristi Williford, Principal
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School attendance contributes to academic success. Whenever possible, family vacations should be taken when school is not in session. Students who miss a significant number of days are at risk for lower academic achievement.

To request that your child's absences be "Excused" due to a family trip, parents must complete the following form and return to Mrs. Williford at least 10 school days before your trip.

After reviewing the completed form, you will be notified whether or not your request was approved.

Please note the following:

- A student may receive up to 5 Educational Opportunity days per school year.
- It is the parent / student's responsibility to request any work PRIOR to the absences.
- If this request is approved, the student is required to make a presentation to the class about the educational opportunities provided by this trip.
- Prior to the trip, it is the parent's responsibility to communicate with the teacher

as to what type of presentation is expected from the student.

- Presentations could be: Power Point presentation, photo album with photos labeled by student, oral presentation, etc.
- The presentation must be done within in 5 school days of the students return and reflect the opportunities that you described.
- Absences will be "Unexcused" until your child's teacher has notified the data manager that the student has given their presentation.

If you have any questions, please contact the school at 704 843 2153 or e mail Mrs. Williford at kristi.williford@ucps.k12.nc.us.

Request Excused Absence for Valid Educational Opportunity

This form must be completed by the student's parent / guardian and be given to the principal at least 10 school days prior to the day of the absence.

Student Name _____ Teacher / Grade _____

Today's Date _____ Date(s) of requested absence _____

Please explain the educational opportunity 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 related to the common core state standards. Use additional paper if needed.

***NOTE: If this request is approved, the student is required to make a presentation to the class about the educational opportunities provided by this trip. It is the parent's responsibility to communicate with the teacher as to what type of presentation will be expected from the student. Presentations could be: Power Point presentation, photo album with photos labeled by student, oral presentation, etc.

The presentation must be done within in 5 school days of the students return and reflect the opportunities that you described above.

It is the student's responsibility to request any make up work from the absence.

THIS SECTION TO BE COMPLETED BY PRINCIPAL

_____ Date Received from parent

_____ (Excused Absence)

_____ Number of days to be excused

_____ Unapproved (Unexcused Absence)

_____ Number of days to be unexcused

Principal's Signature _____

THIS SECTION TO BE COMPLETED BY DATA MANAGER:

Date copy given to:

_____ Parent _____ Teacher

THIS SECTION TO BE COMPLETED BY TEACHER

Dates student was absent _____

Date student gave presentation _____

Teacher's Signature _____

Teacher: Your signature verifies that the student has given their presentation within 5 school days of their return. Please return completed form to the Data Manager. Absences will be considered "Unexcused" until this form is returned.

THIS SECTION TO BE COMPLETED BY DATA MANAGER:

Date entered in Power School _____