



West Carteret High School

Educational Opportunity Leave Request

Requirements, absences, exam exemption status, other:

- 1) Leave request must be made and approved by Ms. Ballou prior to the trip.
- 2) Opportunities must have some redeeming educational impact on students that can be documented through a student-produced portfolio describing the trip and the educational events in which the student attended or participated.
 - one page for each day absent will be required in portfolio
 - portfolio forwarded to the Ms. Ballou within one week of final day of the trip
 - absences coded as excused per the student handbook once portfolio is approved
 - absences will still count in total number of absences towards Carteret County Board of Education Attendance Policy (no more than 8 total per semester)
 - exam exemption will be lost if student absences exceed the number allowed in the Carteret County Board of Education Exam Exemption Policy (2 or less absences and an 80 average or 3 or less absences and a 90 average)
 - students must make up all missed assignments within one week of returning
- 3) Ski trips and similar vacations are not considered educational opportunities.

Date of Request: _____ Grade: _____ Phone #: _____

Student Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Name: _____

Trip Destination: _____ Trip Date(s): _____

Educational Experience Expected as Related to High School Curriculum:

By my signature below, I understand the above stated conditions that have to be met in order for this opportunity to be coded as an excused absence.

 Parent Signature Date Student Signature Date

Student Schedule:

Period	Subject	Teacher	Period	Subject	Teacher
1 st			2 nd		
3 rd			4 th		

Decision: Approved Denied

 Allison Ballou—Assistant Principal Date