

BARBOUR COUNTY BOARD OF EDUCATION
45 School Street, Philippi, WV 26416 (304) 457-3030

**Request for Educational Leave
(In excess of five (5) days for the year)**

All requests must be turned in to the building principal at least two weeks before the start date of the trip. No leave shall occur without prior board approval in order to be recorded as educational leave. Student must be passing all coursework at time of leave and have no more than 3 unexcused absences. Verification must be turned in to the building principal the day that the student returns or the following school day. Failure to turn in verification will result in the absences being counted as unexcused.

School: _____

Student's Name: _____ WVEIS #: _____

Student's Teacher: _____ Grade Level: _____

1. Dates of Educational Leave: _____

2. Activities (places to be visited, what will be learned; etc.- Attachments acceptable) : _____

3. Objectives (what student will be learning): _____

Verification to be provided upon return: Student shall present a one page written report for each day of educational leave that describes (in the student's words) the activities and what was learned. Verification is due the day of return or the next school day.

I have read Barbour County Policy 8210 Section 3.10.12 (Attendance).

Parent's Signature: _____ Date: _____

Mailing Address: _____

Street Address

City

State

Zip Code

This Section to Be Completed by School

Total # Absences _____ Total # Unexcused Absences _____ Total # Previous Educational Leave Days _____

(Attach Copy of Student Absence Report from WOW and Grade Report from LiveGrades)

Days Approved _____ # Days Disapproved _____

Principal's Signature: _____ Date: _____

This Section to Be Completed by Board of Education Office

Attendance Director's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

[] Approved [] Disapproved Board Meeting Date: