

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

**Request for Educational Leave
(In excess of four (4) days for the year)**

All requests must be turned in to the building principal at least four (4) weeks prior to the date of trip being requested. No leave shall occur without board approval in order to be recorded as educational leave.

School: _____

Student's Name: _____ WVEIS #: _____

Student's Teacher: _____ Grade Level: _____

1. Dates of Educational Leave: _____

2. Type of Trip (brief description): _____

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

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

I have read Barbour County Policy 8210 (Attendance).

Parent's Signature: _____ Date: _____

Mailing Address: _____
Street Address City State Zip Code

This Section to Be Completed by School

Verification to be provided upon return: _____

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 _____

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.

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: