

Ellendale Elementary School

www.alexander.k12.nc.us/ellendale.htm

Ph: (828) 632-4866 Fax: (828) 632-4912

175 Ellendale Park Ln
Taylorsville, NC 28681

Crystal Hoke, Principal
choke@alexander.k12.nc.us

Date: _____

To the Parents of: _____

At Ellendale Elementary we recognize the value of educational opportunities outside of the school environment and appreciate the impact they can have on a child's learning. In order for an educational opportunity request to be formally approved, as the principal, I require students to complete some type of learning project upon returning from the trip. Projects are expected to be age appropriate for the student and completed by the student. Parent projects will not be accepted but parents can provide minimal assistance with the assignment. Projects can be, but are not limited to:

- A scrapbook style photo album with descriptions of places visited and things learned at each attraction
- A written report about the trip and things learned
- A poster or 3D project demonstrating various topics learned
- Any creative project in which learning can be demonstrated

The number of days excused will depend on the complexity of the project. For example, if you are requesting two days be excused, the project should demonstrate sufficient learning activities for two days. There is a five day maximum for educational opportunities/family trips per each school year according to the county policy. We encourage you to schedule your family vacations around the school calendar when possible as your child does miss required curricular objectives while away from the classroom which can affect long term learning throughout the year. *Please understand that the attached signed form is for preliminary approval only. All absences will remain coded unexcused until student projects are submitted and reviewed.* Once approved, absences will be coded as excused. Projects are due no later than three weeks upon return of the trip in order to be approved. Please feel free to call the school office with any questions you may have.

Sincerely,

Crystal Hoke
Principal

ALEXANDER COUNTY SCHOOLS

REQUEST FOR EDUCATIONAL OPPORTUNITY TO BE EXCUSED ABSENCE

SCHOOL: _____

To Parents:

North Carolina law requires that all absences be coded lawful or unlawful. According to Alexander County School Policy 4400- Attendance and statutory requirements, only the following reasons may be coded as lawful:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. emergency medical or dental appointment or such an appointment that has been approved in advance by the principal;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval by the principal;
8. absence due to pregnancy and related condition or parenting, when medically necessary.

Therefore, if your family has planned a trip or an appointment and you wish to request consideration for the trip to be an excused absence, please complete the following form.

Child's Name: _____

Date(s) of Trip _____

Teacher's Name (Homeroom) _____

Destination _____

I believe this trip will provide the following educational opportunities:

I understand if this trip is approved it will be my child's responsibility to make up any work missed due to the absence.

Parent Signature **Date of Request**

_____ **Approved** _____ **Denied**

Principal's Signature: _____

