CAROLINA INTERNATIONAL SCHOOL

the world is our family

Educational Opportunity Request

CIS recommends planning extended family absences during school breaks (Winter Break, Spring Break, Summer). Families choosing to plan extended trips at other times may request an "Educational Opportunity Request" form. Upon administrative review, these absences may be excused **This form must be completed and submitted to the K-12 Principal for approval/denial at least two weeks prior to the 1st day of absence.** Any request submitted after this deadline will automatically be denied. Also, **NO** excused absences for educational opportunities will be granted during the first **month** of school.

Student's name: _____ **Grade:** _____

Brief description of the trip to be taken: _____

Date(s) of requested absence: _____

Educational benefits for student (i.e. given that most any trip can be considered potentially educational, what about this trip justifies its' being approved as an educational outing and the missing of regular classes?):

_____

_____

_____

_____

I understand that my child is responsible for completing all missed work at the discretion of the teacher. Some assignments may be given prior to departure; others may need to be completed upon return from school. I understand that due to the nature of CIS' educational philosophy, at least some assignments may be dependent on attendance in class (e.g. demonstrations, field trips, and special activities) and may not be replicable for my child to receive academic credit. I also understand that, if approved, my child's absence will be marked 'educational opportunity' but the absences will count toward the 18-day attendance policy as mandated by North Carolina law.

_____ _____ _____

Parent/Guardian Signature *Telephone* *Date*

_____

Section below to be completed by the K-12 Principal:

_____ **Approved (excused absence)**

_____ **Not approved (unexcused absence)**

Reason(s) for the decision: _____

_____

_____ _____

K-12 Principal signature *Date*

Whether approved or denied, a copy of this will be made and returned to the parent/guardian requesting approval: if approved, the original will then go to the student's Assistant Principal for purposes of communicating such to the student's teachers as a 'head's up', and if approved, the student is responsible for then contacting the student's teachers regarding work that will be missed. Another copy will go to our Attendance Data Manager.