

**EDUCATIONAL OPPORTUNITY
Prior Approval Request Form
Student/Parent Input**

Date

FROM: _____
Student's First Name Student's Last Name

Before embarking on an "educational opportunity," it is important that you completely understand North Carolina's law and Dare County's policy and regulations regarding student attendance.

- ❖ According to North Carolina law, prior approval must be obtained from the principal to take advantage of a valid educational opportunity, such as travel, in order for such absences to be coded as lawful.
- ❖ Dare County regulations set forth the procedures for determining this approval. "Parents are required to request prior approval for educational travel at least five (5) days in advance of planned absences. Out-of-town travel that is not pre-approved as educational travel by the school administration will be coded as an unlawful absence. Approval will depend upon individual student attendance, behavior, and academic progress, as well as the educational value of the travel. Principals may use discretion for requests made under emergency circumstances. Approved educational travel will be coded as a lawful absence. Approval shall not be granted for any student who has accumulated or will accumulate excessive absences as defined below. No educational travel will be approved two (2) weeks prior to or during state testing unless the student is exempt. Students who miss class for any reason shall be required to make up work. This work shall be completed within three (3) days of the student's return; the teacher is not required to provide schoolwork to be missed prior to educational travel."
- ❖ Excessive absences are defined for Dare County elementary and middle school students as more than ten (10) days per year for any reason, and at the high school level as more than five (5) days per class per semester for any reason. Students with excessive absences are subject to procedural review to determine whether or not they will be promoted or granted course credit. At the middle and high school levels, make-up time for unlawful absences shall be hour-for-hour.

In order to provide students/parents with proper feedback, this form must be completed. The fact that prior approval is granted will not relieve the student of any consequences of excessive absences that may accumulate later in the year. When the student/parent portion of this form is complete, ask all your teachers to complete their part on the reverse side. Submit the completed form to the attendance office no later than five (5) days before the trip. Parents should contact the principal when the 5-day prior request requirement cannot be met in emergency situations.

Dates and Location of Educational Opportunity/Trip: _____

Educational Value: _____

I am aware of the impact excessive and unlawful absences can have on promotion or course credit.

Parent's/Guardian's Signature

Student's Signature

EDUCATIONAL OPPORTUNITY

Teacher/Principal Input

Teacher's Name: _____ Date: _____

Grade to Date: _____ Absences to Date: _____

<input type="checkbox"/> Good understanding of subject concepts	<input type="checkbox"/> Works hard but finds material difficult
<input type="checkbox"/> Completes homework assignments	<input type="checkbox"/> Frequently unprepared for class
<input type="checkbox"/> Consistently on task	<input type="checkbox"/> Neglected to make up work that had been missed
<input type="checkbox"/> I do recommend approval	<input type="checkbox"/> I do not recommend approval

Teacher's Signature: _____

Teacher's Name: _____ Date: _____

Grade to Date: _____ Absences to Date: _____

<input type="checkbox"/> Good understanding of subject concepts	<input type="checkbox"/> Works hard but finds material difficult
<input type="checkbox"/> Completes homework assignments	<input type="checkbox"/> Frequently unprepared for class
<input type="checkbox"/> Consistently on task	<input type="checkbox"/> Neglected to make up work that had been missed
<input type="checkbox"/> I do recommend approval	<input type="checkbox"/> I do not recommend approval

Teacher's Signature: _____

Teacher's Name: _____ Date: _____

Grade to Date: _____ Absences to Date: _____

<input type="checkbox"/> Good understanding of subject concepts	<input type="checkbox"/> Works hard but finds material difficult
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Teacher's Signature: _____

Teacher's Name: _____ Date: _____

Grade to Date: _____ Absences to Date: _____

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Teacher's Signature: _____

Principal's Decision

(following verification of attendance and discipline history)

I approve _____ daily absences for this educational opportunity; more than this will be unlawful.
(# of days)

I do not approve any absences for this educational opportunity. Any such absences will be unlawful.

Comments: _____

_____ Date

_____ Principal's Signature

Send one copy to parent. File one copy in student's attendance folder.