



Brunswick County Schools

Educational Leave Request Form (6-12)

Student Name: _____

HR Teacher: _____ Dates of Travel: _____

Destination(s): _____

Board Policy 4400: Attendance, Educational Opportunity

An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such absence must be granted prior to the absence. Requests for absences for an educational opportunity should be submitted, in writing, to the principal at least five days in advance of the anticipated absence. The request should include the learning objective of the opportunity and how the objective links to educational standards.

Please note: These absences are excused but still count in the maximum number of days allowed. School work missed during approved educational leave, as well as the grade specific travel assignment (see back), are due to the teacher within one week of return. If work is not submitted, the absences may be coded as unexcused. For high school students, both excused and unexcused absences count towards the limit for CMA exemption.

What will you be able to do on this trip that is educational and cannot be done in the regular classroom? (Attach a separate sheet, if needed).

Parent(s) Signature

Parent/Legal Guardian Signature: _____

Date: _____

Principal Decision

☐ Approved ☐ Denied

Signature: _____

Date: _____

Reason for Denial:

Work Completion					
Submitted:	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Teacher(s) Initials:					



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Grade Specific Travel Assignments

These assignments are due in addition to any missed classwork.

Assignments are due within one week upon return.

If assignments vary from the ones listed below, the expectations and product should be comparable.

Middle/High School

Consider three learning experiences from the travel and create a one page journal entry answering the following reflections for each:

- Describe the experience/opportunity in detail.
- How did this serve as an educational experience for you? What knowledge did you gain?
- How can you share this experience with your peers?

**Pictures may be included, but do not count as part of the journal entry length.*