



Buckhannon Academy

Educational Leave Guidelines

Below is the policy to request and complete educational leave.

Procedure:

1. The request for educational leave may be found online or in the office. The Educational Leave form must be submitted to an administrator 10 days prior to the departure date.
2. The educational leave may not exceed 10 days.
3. Student must have 5 or less absences to be eligible for educational leave.
4. Student will need to obtain any work that will be missed before leaving for educational leave and have it turned in upon returning.
5. Upon returning-student must present a report. Report requirements vary depending on grade level.
 - a. Grades: K-1 show and tell of pictures and/or stories from their trip
 - b. Grades: 2 write a 2 paragraph essay about their trip or make a presentation board with pictures and present to the class (PowerPoint, etc)
 - c. Grades: 3-4-5 write a 4-5 paragraph essay about their trip or make a presentation board with pictures and present to the class (PowerPoint, etc)
6. If the above criteria are met-the educational leave will be approved
7. Failure to meet the criteria may result in denial of educational leave-and will be entered as unexcused absences.
8. You will receive notification of approval or denial dependent upon the above criteria
9. Please call the school if you have questions.

Educational Leave Request Form on 2nd page

UPSHUR COUNTY
Request for Educational Leave

Leave not to exceed 10 days-Principal or designee approval Leave exceeding 10 days requires prior board approval

Please submit two weeks prior to departure date.

*******This section to be completed by Parent/Guardian*******

Student's Name: _____ Grade Level: _____

School: _____ Dates of Leave: _____

Type of Trip (brief description): _____

Parent/Guardian Signature: _____ Date: _____

Mailing Address: _____

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*******This section to be completed by School Principal*******

Total student absences at time of application: _____

Conditions for approval: _____

of days approved _____ # of days disapproved _____

*This Approval is contingent upon the acceptable provision of the above stated verification by the student.
Otherwise, all days will be considered unexcused.*

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*******This section to be completed by Board of Education Office*******

(Leave exceeds 10 days)

_____ Approved _____ Disapproved

Board Meeting date (if applicable): _____

Superintendent Signature: _____ Date: _____

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*******This section to be completed by School Principal or designee upon return*******

Acceptable Verification has been provided as specified above: Yes _____ No _____

Principal's Final Approval: _____ Date: _____