Canyons School District

Department of Planning and Enrollment

Scheduled Pre-Approved Education Leave

Scheduled pre-approved educational leave is considered a legitimate absence (See, Policy 500.35—Student Attendance). A student may be allowed up to <u>ten (10) days</u> for scheduled pre-approved education leave in a given school year if <u>prior</u> arrangements have been made with the school for the student to make up his/her homework. However, Principals with approval from the Performance Director have the discretion to grant additional leave days provided there is a plan in place and evidence exists that the student is currently on level educationally and able to continue to keep up on his/her school work while on leave through correspondence with his/her teacher(s).

Activities, discussions, simulations and presentations take place every day and cannot be duplicated even by after-school instruction or make-up work. Therefore, grades <u>may</u> be adversely affected by taking a leave, even though written assignments are turned in as required. This absence, if approved, will be considered "excused".

This procedure allows students to have the educational experience of travel with a minimum of scholastic penalty.

Student's Name				
F	Reason for Absence			
I	Dates of Absence			
'each	er(s) please indicate the work to	o be completed and indicate due dates for work may not be available prior to education leave and wi	k to be turned in according to	your class disclosu
Per.	Teacher Signature	Work to be Completed (use an additional	page to list if needed)	Due Date
1				
2	,			
3				
4				
			:	
5				
	G. 1 . G'			
	Student Signature Parent Signature		Date:	
			Date:	
		Office Use Only		
	Principals Approval/Signature:		Date	e:
-	Performan	ce Director Approval/Signature:	Date	2.