

**George Washington Academy**  
**305A: REQUEST FOR EDUCATIONAL LEAVE**

**PLEASE NOTE:** We feel that every school day is important and strongly discourage absences for any reason. Absences also negatively affect GWA's average attendance as reported on our Annual Yearly Progress report. \*Any absence, excused or unexcused will be reported on the report card as 'absent.' Absences for Educational Leave will still count against total # of absences according to GWA policy. If a family chooses to request Educational Leave, this form must be completed by the student's parent/guardian and given to the student's teacher at least two weeks prior to the requested leave of absence. Utah Code 53A-11-101.3 dictates that Educational Leave or other preapproved extended absence shall be granted **IF** it is determined that the absence will not adversely impact the school-age minor's education. Examples of Educational Leave are: trips to museums, international travel, service missions, and visits to historical sites. George Washington Academy will allow Educational Leave for a maximum of 5 days per school year. Educational Leave will not be granted during state required testing windows. Educational Leave will not be granted for vacation days taken on school days. This includes ski trips, beach trips, recreational trips to destinations such as Disneyland, family reunions, hunting trips, etc. The school does not excuse children on the days before or after school holidays to extend vacation time.

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATE(S) OF REQUESTED ABSENCE: \_\_\_\_\_

Total # of Days Student will miss: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

REASON FOR REQUEST/BENEFITS FOR STUDENT: What is the valid educational opportunity this trip will provide?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TEACHER RECOMMENDATION:**  
I feel that this student is capable of making up the required assignments: Yes \_\_\_\_\_ No \_\_\_\_\_  
If "No" is checked, please comment:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Previous number of EL days taken this school year: \_\_\_\_\_ Total number of absences this school year so far: \_\_\_\_\_  
(Completed by Attendance Secretary) \*Please turn form in to the Executive Director within 3 days of parent request.

*(THIS SECTION TO BE FILLED OUT BY EXECUTIVE DIRECTOR)*

\_\_\_\_\_ APPROVED (CODE EX--EXCUSED)

\_\_\_\_\_ NOT APPROVED (CODE A--UNEXCUSED)

- \_\_\_ Exceeds 5 day yearly limit
- \_\_\_ Student has excessive number of absences
- \_\_\_ Student is behind in school work
- \_\_\_ Teacher did not approve

\_\_\_\_\_  
EXECUTIVE DIRECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_