

**Administration:**

Adam L. Cheeseman, Superintendent  
Wesley S. Ezell, Director of Instructional Services  
Jeff T. Harvey, Director of Student Support Services  
Ramie J. Reed, Chief School Business Official



**Doddridge County  
Board of Education**

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**DODDRIDGE COUNTY SCHOOLS**

**REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL LEAVE**

*The Attendance Policy for Doddridge County Schools includes the following for Excused Absences, providing that a written verification is sent to the student's school:*

*Leaves of educational value in accordance with these stipulations:*

- a. P r i o r approval of the Attendance Director*
- b. P r i o r submission of (at least 10 days before the trip) and approval of an educational plan detailing objectives and activities*
- c. Leave not to exceed (10) days – verification of implementation of educational plan immediately upon student's return.*
- d. Leave exceeding ten (10) days require prior Doddridge County Board of Education approval*
- e. Upon return, the student will do a presentation or report in class about his/her trip.*

*\*Make-up work – All students will be required to make up work for excused absences. Upon return to school, it is the student's responsibility to request from the teacher(s) the assignment(s) missed and any instruction for completing them. One day extension per day of excused absence will be allowed for the student to complete and turn in the assignment to the appropriate teacher(s). If the assignments are not turned in within the allotted time, the teacher may grant a zero for the work missed.*

As the parent/guardian of \_\_\_\_\_, I state that the absence  
(Student's Name)

from school for the dates of \_\_\_\_\_ is an educational opportunity.  
(Date/s)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Over →

Describe the destination and educational relevance:

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Describe the educational plan that demonstrates learning achieved while on leave:

<i>Objectives</i>	<i>Activities</i>

*Principal* \_\_\_\_\_ *Date:* \_\_\_\_\_  *Approved*  *Not Approved*

*Attendance Dir:* \_\_\_\_\_ *Date:* \_\_\_\_\_  *Approved*  *Not Approved*

*Superintendent* \_\_\_\_\_ *Date:* \_\_\_\_\_  *Approved*  *Not Approved*