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Michelle Robey, Human Resources Manager
Daniel L. Minney, Chief School Business Official
Wesley S. Ezell, Director of Instructional Services
Jeff T. Harvey, Director of Student Support Services
Ken D. Heiney, Director of Student Achievement



Doddridge County Board of Education

268 Bulldog Drive, West Union, WV
Phone: (304) 873-2300 Fax: (304) 873-2210

Board Members:
Denver L. Burnside, President
Laura M. Cottrill, Vice President
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Justin E. Holtz

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. Prior approval of the Attendance Director*
- b. Prior 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:

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*