

DuPont Manual High School
REQUEST FOR EDUCATIONAL ENRICHMENT DAY(S)

School Year 2018-19

Educational Enrichment Day may grant students an excused leave and with attendance marked as present in school (similar to a field trip). Criteria for such a leave will be granted based on the following:

1. Educational enrichment which enhances Manual/YPAS curriculum
2. Educational enrichment which enhances the Manual/YPAS vision (leadership, service, etc.,)
3. **Student must have the form completed and submitted to the principal at least 5 days prior to requested leave.**
4. Student is in good academic standing (3.0 GPA or higher)
5. Student has NO UNEXCUSED absences (full day)
6. **Student may not request leave during state accountability testing or AP testing**
7. **Student may not request leave from final exams**
8. Student must write a one page reflection of the educational experience (portfolio quality). This is due to the attendance office within 3 days after returning from the leave. Failure to do so will result in the student being marked as an unexcused absence.
9. Student must pick up the request form from the Main office and make arrangements for making up missed work in advance as per Manual's "Make -Up Work Policy" found in the student agenda (no exceptions). Student must take a completed copy of this form to the attendance office.

SECTION 1 – To be completed by student

Name _____ Grade Level _____

Address and Zip Code _____

Request Date(s) From _____ To _____ Magnet Program _____

Name of educational experience (if event) _____

Description of educational experience and its enhancement of the student's Manual/YPAS education: _____

Student's Signature _____ Parent Signature _____

SECTION II – To be completed by the Attendance Office. Information is based on the current school year only.

Unexcused Absences _____ # Days absent _____ #Days Tardy _____

Does the student meet the above criteria for attendance? Yes ___ No ___ Signature _____

Section II must be marked YES in order for the student's approval process to continue to the Counselors' Office (Section III). If this section is marked NO, the process stops and the students' request is denied due to not meeting the attendance criteria.

SECTION III – To be completed by Counselors' Office

Cumulative GPA _____ Does the student meet the GPA criteria? Yes ___ No ___ C/O Signature _____

Section III must be marked YES in order for the student's approval process to continue to Teacher Signing. If this section is marked NO, the process stops and the student's request is denied due to not meeting the GPA criteria.

SECTION IV-Teachers' signature indicated notice of absence.

RED 1 _____

RED 2 _____

RED 3 _____

RED 4 _____

WHITE 1 _____

WHITE 2 _____

WHITE 3 _____

WHITE 4 _____

SECTION V –To be completed by Principal Office

APPROVED _____ NOT APPROVED _____ PRINCIPAL SIGNATURE _____ DATE: _____