

**WESTWOOD MIDDLE SCHOOL
STUDENT REQUEST FOR EDUCATIONAL LEAVE**

Student Name _____ Student Number _____

Address _____

_____ Phone _____

Homeroom Teacher _____ Grade _____

Dates of requested educational leave _____ to _____

Destination _____

Purpose of Trip

List the educational experiences that the above named student will encounter on this trip. Example: Staying with his great uncle on the Greek Island of Crete will allow John to experience first hand the everyday customs of the Greek people. It will enable him to hear the Greek language and to try to acquire some everyday vocabulary.

Adult responsible for verifying the educational experiences _____

Relationship to Student _____

Each student granted educational leave will compile a journal with daily entries of his/her experiences. This journal will be submitted to the Principal Conrad upon return from the educational leave. Attached to the journal will be a verification report of the experiences with the above named adult's signature.

I, _____, parent/guardian of _____ make application for educational leave from _____ to _____ and agree to comply with the above named criteria. I understand that educational leave is **excused**, not exempt.

Signature _____ Date _____

(Applications must be submitted no later than one week prior to the first day of the requested leave)

APPROVED _____ DISAPPROVED _____ DATE _____

SCHOOL OFFICIAL SIGNATURE _____