

Absentee Forms**EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM**

Date of Application: _____

To request an absence to attend or participate in an educational activity, please complete this application form and return it to your school principal at least five (5) days prior to the absence. Such an absence as requested by this signed application and approved by the school principal, will be considered an excused absence. The major intent of the activity must be educational in order for the student to be granted this type of absence. The proposed activity must have significant educational value and be composed of an intensive program related to the core curriculum (e.g. art programs, dance programs, State Fair activities, workshops that are educational in nature, college visits, etc.). The Principal will use his/her good judgment to determine if the activity meets guidelines. A student may be approved for up to ten (10) days of absence per year for this purpose. Students who are granted an absence under this law will be allowed to make up all school work. Student grades cannot be affected by lack of attendance or participation in classes for approved days. **This type of absence cannot occur during the school's state assessment or District-wide assessments, unless there are extenuating circumstances that are approved by the Principal.** Decisions may be appealed to the Superintendent and then to the Board of Education.

STUDENT NAME(S)	SCHOOL(S)	GRADE(S)

Phone _____ Date(s) of Intended Absence(s) _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Please explain the nature of the event the student will be attending and how the activity meets the criteria of (1) having an educational purpose, (2) having "significant educational value," and (3) how the activity is directly related to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts.

Please attach a schedule of activities/events to be attended

*Signature of Student*_____
*Date*_____
*Signature of Parent/Guardian*_____
*Date***SUBMIT THIS FORM TO YOUR OLDEST CHILD'S SCHOOL PRINCIPAL**

Absentee Forms

EDUCATIONAL ENHANCEMENT OPPORTUNITY REQUEST FORM (CONTINUED)

FOR SCHOOL USE ONLY

(THIS SECTION TO BE COMPLETED BY THE SCHOOL PRINCIPAL / DESIGNEE)

This request must meet all three criteria to be eligible for an educational opportunity absence:

- 1. This request is for an absence that will have “significant educational value” and be “intensive” in nature. Yes No
- 2. This trip is tied to one of the core curriculum subjects of English, science, mathematics, social studies, foreign language or the arts. Yes No
- 3. The major purpose of the trip is educational. Yes No

As Principal, I recommend I do not recommend that this educational opportunity absence be granted.

Principal’s Rationale _____

Signature of Principal

Date

FOR CENTRAL OFFICE USE /APPEAL OF PRINCIPAL’S DECISION

As Superintendent, I recommend I do not recommend that this educational opportunity absence be granted.

Superintendent’s Rationale _____

Signature of Superintendent

Date



Campbell Ridge

ELEMENTARY SCHOOL

"Providing a safe, caring environment where everyone is engaged in successful learning."

Respect - Shared Responsibility - Optimism - Open Communication - Perseverance

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OUR COMMUNITY. OUR SCHOOLS.
OUR COMMITMENT.

Dear Parents or Guardians,

Please be advised that any request for an educational enhancement opportunity (EEO) must meet the following criteria as determined by Kentucky statute.

EEO days, authorized by KRS 159.035, allow principals to grant students an excused absence to pursue an **extraordinary** educational opportunity. The expectation is that the activity for which the excuse was granted would provide a **high-quality, educationally relevant** experience that supports the student's in-school program.

In order for a principal to approve an EEO day, the principal must determine that the activity has **significant educational value**. Examples that are provided in the statute are participation in educational foreign exchange programs, or in intensive instructional, experiential or performance programs in English, mathematics, science, social studies, the arts, and foreign language.

Please be aware that both the request and approval of the EEO are to occur prior to the student's absence. When an attendance review (audit) is conducted the required documentation will be examined to ensure that the request and approval were completed prior to the EEO day being recorded.

If you have any question pertaining to this matter, please do not hesitate to contact me.

Sincerely,



Anthony Mazzei
Principal