

Dixie Montessori Academy
REQUEST FOR EDUCATIONAL LEAVE & Pre-Approval of Extended Absences

PLEASE NOTE: We feel that every school day is important and strongly discourage absences for any reason. Absences also negatively affect DMA's average daily attendance as reported on our Annual Yearly Progress Report. Any absences, excused or unexcused, will be reported on the report card as "absent." Absences for Educational Leave will still count against total # of absences according to DMA policy. If a family chooses to request Educational Leave, this form must be completed by the student's Parent/Guardian and given to the student's teacher at least two weeks prior to the requested leave of absence. Utah Code 53A-11-101.3 dictates that Education Leave or other preapproved extended absence shall be granted **IF** it is determined that the absence will not adversely impact the school-age minor's education. Examples of Educational Leave are: trips to museums, international travel, service assignments, and visits to historical sites. Dixie Montessori Academy will allow Educational Leave for a maximum of 5 days per school year. Educational Leave will not be granted during state required testing windows. Educational Leave will not be granted for vacation days taken on school days. This includes: ski trips, beach trips, recreational trips to destinations such as Disney Land, family reunions, hunting trips, etc. The school does not excuse children on the days before or after school holidays to extend vacation time.

Students Name: _____ Grade: _____

Date(s) of requested absence: _____

Total # of Days Student will miss: _____ Destination: _____

Reason for request/benefits for student: What is the valid educational opportunity this trip will provide?

Parent/Guardian Signature: _____ Date: _____

Teacher Recommendation:

I feel that this student is capable of making up the required assignments: YES No

If "No" is indicated, please comment: _____

*****Online work (moby max, reflex/xtra math/sra reading/Utah compose etc) is expected to be done while on leave.*****

Teacher Signature: _____ Date: _____

(This section to be completed by the Attendance Secretary) Date Received from parent _____

Previous number of EL days taken this school year: _____ Total number of absences this school year so far: _____

(**Please turn form in to the Director within 3 days of parent request.)

(This section to be filled out by Director)

_____ Approved (Code E – Excused)

_____ Not Approved (Code U – Unexcused)

___ Exceeds 5 day yearly limit

___ Student has excessive number of absences

___ Student is behind in school work

___ Teacher did not approve

Directors Signature: _____ Date: _____