

Western Union Elementary School

4111 Western Union School Rd

Waxhaw, NC 28173

704-296-6355

Kelly P. Romanowski, Principal

WUES Educational Opportunity Absence Request

School attendance contributes to academic success. Whenever possible, family vacations should be taken when school is not in session. Students who miss a significant number of school days are at risk for lower academic achievement.

In accordance with UCPS BOE, WUES allows Excused Absences for “participation in a valid educational opportunity, such as travel, additional college visits or service as a legislative or Governor’s page, with prior approval from the principal/designee;”

Educational Opportunity Trips -

- This form must be completed and given to the principal at least 10 school days prior to the trip.
- WUES allows one educational trip per school year with a maximum of 5 days excused. This determination is made at the principal’s discretion.
- Educational trips will not be approved for students who have missed 10% or more of the current school year.
- Journal entries for all days absent must follow the provided rubric. (this is separated by grade level)
- Before leaving for the trip, the parent/guardian must communicate with the teacher(s) to get assignments. Missed assignments and journal entries must be given to the teacher within 5 school days of returning to school.
- Absences will be coded “Unexcused” until the journal and make up work has been given to the teacher.

Please complete the information and return to Mrs. Romanowski at least 10 school days prior to your trip.

PLEASE PRINT

Student Name _____ Grade _____ Teacher _____

Date(s) of educational trip _____

Destination of educational trip _____

Please explain the educational opportunity and how the activity meets the following criteria:

- What is the educational purpose?
- What is the educational value?
- How does the trip relate to the NC State Standards for your child’s grade level?

PLEASE PRINT - Use additional paper if necessary

Reminders -
The journal and missed assignments must be returned to the teacher within 5 school days of the students return to school.

PLEASE PRINT

Name of parent/guardian completing this form _____

Signature of parent/guardian completing this form _____

Today’s Date _____

Journal Rubric by Grade Level

Kindergarten	For each day - write at least three sentences and make a drawing about the day's educational opportunities. Include at least 2 facts the student learned (sentences may be dictated to parent/guardian)
1st - 2nd Grade	For each day - student must write at least one paragraph and make a drawing about the day's educational opportunities. Include at least 3 facts the student learned. Each paragraph should contain 3-5 sentences.
3rd -5th Grade	For each day - student must write at least two paragraphs about each day's educational opportunities. Each paragraph should contain 5-7 sentences. Include at least 2 topics the student learned with supporting facts and details.

For School Use -

Date this form received from parent _____

Approved? _____

Number of excused absences _____

Not Approved?

Number of unexcused absences _____

Principal's Signature _____