

## Canyons School District

### Department of Planning and Enrollment

Pre-approved educational leave is considered a legitimate absence. A student may be allowed up to **ten (10) days** for education/vacation leave in a given school year if **prior** arrangements have been made with the school for the student to make up his/her homework. However, Principals with approval from the Performance Director have the discretion to grant additional leave days provided there is a plan in place and evidence exists that the student is currently on level educationally and able to continue to keep up on his/her school work while on leave through correspondence with his/her teacher(s).

Activities, discussions, simulations and presentations take place every day and cannot be duplicated even by after-school instruction or make-up work. Therefore, grades *may* be adversely affected by taking a leave, even though written assignments are turned in as required. This absence, if approved, will be considered “excused”.

This procedure allows students to have the educational experience of travel with a minimum of scholastic penalty.

Student’s Name \_\_\_\_\_

Student’s Grade \_\_\_\_\_ Teacher (if applicable) \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Teacher(s) please indicate the work to be completed and give the due dates for work to be turned in according to your classroom disclosure.  
 \*Please note: some work may not be available prior to vacation leave and will be required to be made up upon return.

Work to be completed	Date Due
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student’s signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s signature \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Principals Approval/Signature:	Date:
Performance Director Approval/Signature:	Date: