

DUPONT MANUAL HIGH SCHOOL
REQUEST FOR EDUCATIONAL ENRICHMENT DAY(S)

Educational Enrichment Days may grant students an excused leave and with attendance marked as present in school (similar to a field trip). Criteria for such a leave will be granted based on the following:

1. Educational enrichment which enhances Manual/YPAS curriculum.
2. Educational enrichment which enhances the Manual/YAS vision (leadership, service, etc.).
3. Student is in good academic standing (3.0 or better).
4. Student has no unexcused absences (full days).
5. Student may not request leave during state accountability testing.
6. Student may not request leave from final exams.
7. Student must write a one-page reflection of the educational enrichment (portfolio quality). This is due to Mrs. Stevenson in the attendance office within 3 days after returning from the leave. Failure to do so will result in student being marked as an unexcused absence.

(The counselor's section of this must be completed and then submitted to duPont Manual's Principal 5 days prior to requested leave.) Note: Student must pick up the request form from one of the Manual offices and make arrangements for making up missed work in advance as per Manual's "Make-Up Work Policy" found in the student Planner (no exceptions). Teacher signature is required after principal approval. Student must take a complete copy of this form to the attendance office.

Name: _____ Grade: _____

Address and Zip Code: _____

Request Date(s) From: _____ To: _____ Manual Magnet Program: _____

Name of educational experience (if event): _____

Description of educational experience and its enhancement of the student's Manual/YPAS education: _____

Your counselor must complete this section: Cumulative Grade Point Average: _____

Days Absent During Current School Year _____ Days Tardy During Current School Year _____

(Indicate student has met above criteria.) _____ Yes _____ No

Counselor Signature _____ Date: _____

Principal Signature _____ Date: _____

Approved _____ Not Approved _____

Teachers' Signatures (Signature indicates notice of absence):

Red Day 1 _____ White Day 1 _____

2 _____ 2 _____

3 _____ 3 _____

4 _____ 4 _____

Signature of Student _____ Date: _____

Signature of Parent _____ Date: _____