

Livingston Public Schools
REQUEST FOR APPROVAL OF EXTRAORDINARY OPPORTUNITY

Student Name: _____
School: _____
Grade: _____

This form is due **at least 2** (two) weeks before the requested date(s). Extraordinary Opportunities are **educational opportunities** that are closely tied to the student's current course of study and may not be those whose duration unduly disrupts the continuity of student instruction. **Extraordinary Opportunities are not vacations** (LPS Policy #5200). To be approved for an extraordinary absence the following must be affirmed by building principal:

1. Request submitted at least two school weeks before absence will commence.
2. Student must be in good standing with attendance in this current school year.
3. Student must be in good standing academically in this current school year.
4. Must be directly connected to the student's current curriculum of study.
5. Student will make up all missed work after their return to school.

Specific documentation, which includes dates/times and student name, must be presented with this form to support the requested absence in order for it to be considered.

Dates/Times of Activity:

Class(es) to be missed:

Please describe the specific extraordinary opportunity:

Please describe the educational relevance of this activity and how it pertains to the student's curriculum:

I understand that if my request is approved, all missed assignments will be my responsibility and it is not expected that my child's teacher(s) will provide assignments in advance nor individual instruction for material presented during this absence.

Student Signature _____ Date _____ Parent Signature _____ Date _____

Approved:

Denied:

Not Recommended:

Reason: _____

Reason: _____

Principal Signature _____ Date _____

Superintendent/Designee Signature _____ Date _____