

To excuse absences, this form must be turned in to the main office or emailed to [mary.hardy@canyonsdistrict.org](mailto:mary.hardy@canyonsdistrict.org).  
Do not give this form to teachers.

Canyons School District  
Department of Planning and Enrollment

Scheduled Pre-Approved Education Leave

Scheduled pre-approved educational leave is considered a legitimate absence (See, Policy 500.35—Student Attendance). A student may be allowed up to **ten (10) days** for scheduled pre-approved education 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 education leave and will be required to be made up upon return.

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

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

Teacher's signature \_\_\_\_\_ Date: \_\_\_\_\_

\*Teachers - once you receive the stamped copy from the office, sign and return to office **one week** after absences. Write "work completed" or "work not completed"

Office Use Only	
Principal's Approval/Signature: _____	Date: _____
Performance Director's Approval/Signature: _____	Date: _____