

BARBOUR COUNTY BOARD OF EDUCATION  
45 School Street, Philippi, WV 26416 (304) 457-3030

**Request for Educational Leave  
(For four (4) days or less for the year)**

All requests must be turned in to the building principal at least four (4) weeks prior to the date of trip being requested. No leave shall occur without prior principal approval in order to be recorded as educational leave.

School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ WVEIS #: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_ Grade Level: \_\_\_\_\_

1. Dates of Educational Leave: \_\_\_\_\_

2. Type of Trip (brief description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Objectives (what student will be learning): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Activities (places to be visited, what will be learned; etc.- Attachments acceptable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read Barbour County Policy 8210 (Attendance).**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street Address City State Zip Code  
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**This Section to Be Completed by School**

Verification to be provided upon return: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total # Absences \_\_\_\_\_ Total # Unexcused Absences \_\_\_\_\_ Total # Previous Educational Leave Days \_\_\_\_\_  
**(Attach Copy of Student Absence Report from WOW and Grade Report from LiveGrades)**  
# Days Approved \_\_\_\_\_ # Days Disapproved \_\_\_\_\_

**Verification must be turned in to the building principal the day that the student returns or the following school day. Failure to turn in verification will result in the absences being counted as unexcused.**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 3/10/2015