

**GRAFTON HIGH SCHOOL**  
Application for Educational Leave

Absences approved as educational leave will be coded as excused. Educational leave may be granted only if the following stipulations are met:

- a. Prior approval must be granted by a school administrator at least one week in advance of the educational leave.
- b. A detailed education plan specifying learning opportunities and an itinerary must be included in the application.
- c. The educational leave may not exceed ten (10) days.
- d. A written report documenting implementation of the educational plan shall be submitted within one week of the student's return to school.
- e. Failure to submit the written report with parent/guardian signature within one week of returning will result in the absences being coded as unexcused.

# GRAFTON HIGH SCHOOL

## Educational Plan for Educational Leave

*To be submitted at least one week prior to leave*

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Write a detailed plan in the space provided below. Specify learning opportunities that will occur and an itinerary that includes travel dates.

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**GRAFTON HIGH SCHOOL**

**Report of Implementation for Educational Leave**

*To be submitted no later than one week after returning to school*

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Write a report documenting implementation of the previously submitted educational plan.