

Garfield High School

Request for Education Related Pre-Planned Absence

(To be used only for students who are taking educational trips i.e. China, Guatemala, etc.)



NOTE: This fully completed form must be submitted to the Attendance Office **at least three (3) school days** before the start of the planned absence. Within five (5) days of return, the student must complete and submit a *Service Learning Documentation* form and the additional requirements noted on page 2. Absence will not be excused until this documentation is submitted.

Student's Name: _____
PLEASE PRINT (first) (last)

Student ID#: _____ **Grade:** _____

Date(s) of missed classes: _____

Reason for absence: (attach all documentation available)

To Be Complete by Student's Teachers: (BEFORE Parent/Guardian signs)

(NOTE: It is the responsibility of the student to obtain and complete assignments missed due to pre-planned absences.)

<u>Teachers:</u> Please INITIAL in appropriate space	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Will need to make up work (see assignment on back)						
Will adversely affect class progress and work CANNOT be made up						
Puts student in danger of lowered grade or failing course – should NOT miss class						
Student's current grade in class						

I have read the above and am aware of the teachers' comments regarding the effect of this absence on my student's class progress. I understand that teacher signatures do not mean the absence is approved.

Parent/Guardian Signature:

→ _____ **Date:** _____

Daytime Phone #: (____) _____ **Evening Phone #:** (____) _____

Cellphone #: (____) _____

- I approve this absence.	- I <u>DO NOT</u> approve this absence.
_____	_____
Principal/Designee's Signature	Date

Assignments during Pre-Planned Absence:

(Note: Progress Report & Study Plan may also be required)

<u>Period 1:</u> _____ _____ _____	<u>Period 4:</u> _____ _____ _____
<u>Period 2:</u> _____ _____ _____	<u>Period 5:</u> _____ _____ _____
<u>Period 3:</u> _____ _____ _____	<u>Period 6:</u> _____ _____ _____

Notes/Comments:

Additional Requirements for Education Related Absences: (Student must submit to the Attendance Office within five (5) days of return)

1. Complete *Service Learning Documentation* form, including *Reflection Journal* (attached).
2. Write a statement about the learning experience that includes:
Major Learning Intention: *What is the overall purpose of the activity?*
Learning Goals: *What specific knowledge, skill and/or attitudinal competencies will be acquired?*
Learning Experience: *What experiences will student undertake in order to achieve the intention and objectives?*
Demonstration of Learning: *How will accomplishment of the learning objectives be demonstrated to the evaluator? What criteria will be used for assessment?*
Readings or Resources required: *What reading or other learning resources will be used?*
3. Prepare a Powerpoint presentation summarizing your trip. Include and submit written documentation and pictures/videos documenting your experience.
4. Arrange with one of your teachers to show your presentation to a group of at least five (5) students and teachers.
5. Evaluator: _____
6. Scheduled date for completion: _____



SERVICE LEARNING DOCUMENTATION

Student Information

Student Name: _____ Student ID# _____

School: _____ Date of Birth: _____ Yr of Graduation: _____ Male Female

Curriculum Area: Arts, Humanities, Communications & Media Health & Human Services
 Business & Marketing Engineering Technology, Science & Math History, Civics, Global Issues

Organization Information

Organization: _____ Dept: _____

Address: _____ City/State/Zip: _____

Description of service to be performed _____

Verifying Information

Date of Service	Hours Served	Signature of Authorized Supervisor	Date of Service	Hours of Service	Signature of Authorized SUPERVISOR

Evaluation of Student's Work: Unsatisfactory Satisfactory Exceptional

Comments _____

Verified by Site Contact – Please Print Name _____ Site Contact Signature _____

Site Contact: _____ Phone: _____
If contacted, this individual can verify student's hours.

Student / Teacher

I verify that I have completed the above documented service and understand that I must also complete the Reflection requirement in order to fulfill the service learning requirement for high school graduation.

_____ Date: _____
Student Signature

_____ Date: _____
Teacher Signature

Reflection

"When people reflect in everyday life, they pause to review, ponder, contemplate, analyze or evaluate an experience or information. This ability to reflect gives people the freedom, power, and responsibility...to continually choose or adjust the direction of their lives."

James Toole, M.A. and Pamela Toole, Ph.D.

Reflection as a Tool for Turning Service Experiences into Learning Experiences

Student Name: _____ ID# _____

You Are Not Limited to the Space Provided. Feel Free to Use Additional Sheets of Paper if Needed to Fully Answer The Following Questions:

1. What did you observe during your service learning activity that made an impact on you?

2. How did you feel about it? What did it make you think about?

3. How was this activity similar or different from other educational activities?

4. What did you learn?

5. How does this connect to what you are studying in your classes?

6. Based on what you have learned, in what areas do you need to grow and make an extra effort?
