



Preston County Schools
731 Preston Drive
Kingwood, WV 26537
www.prestonboe.com

EDUCATIONAL LEAVE REQUEST

Student: _____ WVEIS#: _____ Date: _____

Grade: _____ Homeroom Teacher: _____

Dates of Leave: _____ Total # of School Days Missed: _____

Destination of Leave: _____

Learning Outcomes: (What will the student learn on this trip? In what learning activities will the student be involved?)

Parent Signature: _____ Date: _____

For School Use Only

Teacher(s): Teacher initials indicate recommendation to building principal for approval.

_____ (PK – 5 Classroom Teacher)

Middle and High School

_____ Period 1 _____ Period 4 _____ Period 7

_____ Period 2 _____ Period 5 _____ Period 8

_____ Period 3 _____ Period 6 _____ Period 9

Teacher(s): Please indicate a reason if recommendation for approval is withheld.

Approved Not Approved Principal Signature: _____

Reason for Not Approving: _____

For Central Office Use Only

*Leaves of absence in excess of 5 cumulative days each year must be approved by the Preston County Board of Education and only after approved by the building principal.

Approved Not Approved PCBOE Signature: _____

Date of Board Meeting: _____

***Students are required to make-up all work missed during their absence.**

****Educational Leave forms must be submitted one month in advance of request.**