

# Lake Placid Elementary School

School Principal  
Sonja Franklin  
Ext. 4502

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[www.lpcsd.org](http://www.lpcsd.org)

School Psychologist  
Melinda Frazer  
Ext. 4504

CSE Chairperson  
Sarah Allen  
Ext. 4011

School Counselor  
DeAnna Brown  
Ext. 4533



## Lake Placid Elementary School Request for Educational Leave

The LPES Educational Leave Program is designed to support students academically while they are away for an extended period of time. Students interested in participating in this program must fill out this document and turn it into Mrs. Franklin a minimum of **five school days prior** to the planned leave. Students being considered for Educational Leave must maintain an 80% average or above in all classes, hand in their paperwork five school days prior to their leave and receive approval from their principal. Students who are approved and excused for the Educational Leave Program will receive help in getting missed work from their teachers, credit for missed work, and an excused absence on their school attendance record.

Student's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Dates the student will be **out** of school: \_\_\_\_\_ From \_\_\_\_\_  
(i.e. Tues., 10/20- Fri., 10/23) \_\_\_\_\_ To \_\_\_\_\_

Where will the student be going and how will it be considered educational?

Parent/Guardian Signature: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Please return this form to LPES main office, five school days prior to your requested leave. Failure to follow these guidelines could result in denial of your educational leave. If you have any questions, please contact Mrs. Franklin at [sfranklin@lpcsd.org](mailto:sfranklin@lpcsd.org)

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Not Approved**

\_\_\_\_\_  
**Principal's Signature**

**Reason for denial:**

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