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Planned Absence Request Form

Dear Parents,

We want to stress the importance of sending your child to school every day possible. We know that just a few missed days here and there, even if they're excused absences, can add up to too much lost learning time and put your child behind in school. This is as true in kindergarten as it is in high school. Put simply, too many absences at any age can affect a student's chances for academic success and eventually for graduation.

As you schedule your future breaks please keep in mind the following:

- Cost to your child's education if they miss too much school.
- Homework/journaling does not make up for the interaction and learning that happens in the classroom.

In accordance with Washington State Compulsory Attendance Laws, and District Procedures #3122, Absence for parental-approved activities will be counted as excused if agreed to by the principal and the parent/guardian.

- An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course.

To request your child's planned absences be excused in compliance with WAC 392-400-325, please complete this form and return it to our school office at least one week PRIOR to the absence or two weeks if requesting an extended period of absence (greater than 5 school days).

My student, _____, will be absent beginning _____ to _____
due to _____.

Teacher Name _____ Grade _____.

Parent Signature

Principal Signature

Date Received in office _____

CC: Teacher/Dean/File