

Cape Horn-Skye Elementary

Planned Absence Request

Prior approval is required

Student Name _____ Grade _____ Teacher _____

Requested Absence Date(s) From _____ to _____

Reason for Absence _____

Current Absence Total _____

- Extended vacations during the school year or leaving school prior to the last day of school are highly discouraged. Students missing class lose essential instruction.
- School policy allows for **6 days** per school year to be excused for personal/family reasons with prior approval.
- The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence (WSD policy 3122).
- WAC 392-121-108 states if a student is absent for 20 *consecutive* school days or more they must be unenrolled by the school.
- Parents and students should understand that teachers cannot possibly pre-teach the lessons nor provide make-up assignments to cover all the material that will be missed.
- After reaching 6 absences for personal/family reasons, subsequent absences will be unexcused.

I have reviewed the above information, and I am requesting for my son/daughter to be excused from school on the above date(s). Please return this form to the school office a minimum of 7 days prior to the absence for principal review/approval.

Parent/Guardian Signature

Date

For Official Use Only

Total Absences after the Planned Absence _____

Academic Review:

Decisions/comments Excused Unexcused

*After 5 unexcused absences in a month or 10 in a school year, the school district may file a truancy petition with the juvenile court.

Administrator Signature

Date