



Planned Absence Form
2018-2019

Note: A fully completed form must be submitted to the office at least 3 school days prior to the start of the planned absence and approved by the principal. The student and/or parent(s) must work with their teachers on how academic work will be made up. Please write each student's name and grade. If you have any questions, please call the attendance office at 206-252-3512. Middle school students may be required to do additional work to stay on track with classes.

Student Name: _____ Grade: _____

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Dates of absences: _____

Reason for Absence: (Please check one)

- o **Family Vacation:** Family vacations/reunions are not excused. Students will be marked unexcused absent for the duration of the vacation. You will receive automated emails and phone calls but do not need to respond to them.
I understand that this is an unexcused absence. _____ (parent initial)
- o **Medical:** Student has a medical/dental procedure that will require several days out of school. **A Doctor's note is required for this to be excused.**
- o **Family Event:**
 - o _____ Funeral
 - o _____ Religious holiday
 - o _____ Wedding
 - o _____ Other. Please attach explanation.

Up to 5 days excused if the event is out of state. Out of State: Y / N

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Teacher Signature: _____ Date: _____
(Middle school students **MUST** get signature from their homeroom teacher.)

For Office Use Only:	
This absence will be:	Date Submitted:
o Excused	Date Entered:
o Unexcused	

Absences

The following Seattle School District definitions apply to students at all ages:

Excused Absences:

Unplanned absences are excused when your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school. The school requires a note from your child's doctor before excusing absences if your child is absent due to illness or injury more than 10 days.

Planned absences are excused when you submit a request to the principal or assistant principal at least three school days before the start of the planned absence, usually for a doctor or dentist appointment, or religious, or other special one-time events. Long-term absences or a succession of long-term absences may affect whether your child will be promoted. Absences for longer than twenty consecutive school days may result in your child being dropped from school enrollment.

Absences due to short-term discipline of your child are excused on District attendance records unless your child is under court order to attend school without additional trancies or behavior problems.

Unexcused Absences:

All other absences are considered unexcused, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting or translating for parents, student job requirements, disputes about student assignment, etc.

Family vacations or family trips during regular school days are not excused.

Before planning appointments and trips, please review the school calendar for the date range you are considering. Student attendance at school is very important to their academic progress. Missing school days or testing days creates challenges for our staff, as well as your child's educational success. We appreciate your consideration in making sure that your child(ren) are punctual and attend school every possible day.

Absences by long-term suspended and expelled students for whom space is available in the reentry program, but who do not enroll and attend, are unexcused.