



# West Seattle High School - Request for Excused Absence Attendance Note

(To be used for full day absences, late arrivals, or early departures)

NOTE: A written notice of the absence, signed by a parent/guardian, will be used to establish the absence as excused. The Attendance Office MUST receive the notice within two (2) days of student's return to school.

Student's Name: \_\_\_\_\_  
PLEASE PRINT (first) (last)

Student ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of missed classes: \_\_\_\_\_

Class period(s) missed (for partial day absences): \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

**If a student arrives at school after 8:10am or leaves before 2:35 pm, he/she must sign in or sign out at the Attendance Office. Otherwise, he/she will incur an unexcused absence.**

### EXCUSED ABSENCES

- ✓ Death in the immediate family
- ✓ Illness of pupil (A physician's note is required for five (5) or more consecutive days)
- ✓ Court summons (proof required)
- ✓ Medical/dental appointments
- ✓ Suspension
- ✓ Observance of religious holidays
- ✓ State emergency
- ✓ Violent/hazardous weather
- ✓ Lack of SPS transportation (this doesn't include Metro at this time)
- ✓ Authorized activity pre-approved in advance by the Principal (includes field trips).