

# West Seattle High School Pre-Planned Absence Form



It is the policy of the Seattle School Board that consistent attendance is essential to the Seattle Public Schools mission of academic excellence for every student in every school. Your student and our school community are impacted when your student is absent. However, we also understand that sometimes there are outside events that require students to miss school and we want to support your student's return to school and regular attendance.

**This form is due to the attendance office at least three (3) school days prior to the first day of the absence.** The Principal (or their designee) will determine whether the absence is excused or unexcused. For extended absences, please give your student's teachers as much notice as you are able if you are requesting assignments to work on during your student's absence.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dates of absence:** \_\_\_\_\_

- **Reason for absence *must* be completed on reverse side. Note: family vacations of 3 or more days are unexcused.** Vacations that cause a student to miss seven (7) or more days in a 30-day period or ten (10) or more days during the school year require that the District file a truancy petition if the student is not on track academically and has additional unexcused absences.

**To be completed by student's teachers prior to parent/guardian signature:**

<i>Teachers: initial/comment in appropriate squares</i>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Period 5</b>	<b>Period 6</b>
<b>Current Grade in Class</b>						
<b>Will adversely affect class progress and work CANNOT be made up</b>						
<b>Will put student in danger of lowered grade or failure – should NOT miss class</b>						
<b>Will need to make up work and/or take test early – please list work/assignments to be completed:</b>						

I have read the above and I have completed the reverse side and am aware of the teachers' comments regarding the effect of this absence on my student's class progress. I understand that teachers' initials do NOT mean the absence will be excused.

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

**Administrator Signature:** \_\_\_\_\_ **This absence is:**  Excused  Unexcused  
*(Must be signed by the Principal or an Assistant Principal)*

**Reason for Absence (Please check one)**

\_\_\_\_\_ Family vacation. Students will be marked unexcused.

*Based on Washington Administrative Code (WAC 392-400-325) and Seattle Public Schools' Superintendent Procedure 3121, absences may be excused for the following reasons: **However, the school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence.***

\_\_\_\_\_ Participation in a district or school approved activity or instructional program. To be excused, a plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. **Describe the Educational Trip in the space below:**

\_\_\_\_\_ Principal (or designee) and parent/guardian or emancipated youth mutually agreed upon approved activity, such as attending a youth conference or other one-time special event or serving as a counselor at a school-sanctioned outdoor education program. **Describe the activity in the space below:**

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\_\_\_\_\_ Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);

\_\_\_\_\_ Family emergency, including, but not limited to, a death or illness in the family;

\_\_\_\_\_ Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;

\_\_\_\_\_ Court, judicial proceeding or serving on a jury;

\_\_\_\_\_ Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;

\_\_\_\_\_ State-recognized search and rescue activities consistent with RCW 28A.225.055;

\_\_\_\_\_ Absence directly related to the student's homeless status, such as a house fire, moving, lack of new District transportation set up, a required agency visit, or similar emergency situation;

\_\_\_\_\_ Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;

\_\_\_\_\_ Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion);