

# Keithley Middle School Planned Absence Request

*Prior approval is required*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Requested Absence Date(s) \_\_\_\_\_

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

Current absence total:

- School policy allows for 7 days per school year to be excused for personal/family reasons.
- 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.
- The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence. (FPSD 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. Absences may result in a lower class grade.

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 Attendance Office by**  for review/approval.

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

### *For Official Use Only*

Total Absences after the Planned Absence \_\_\_\_\_

Academic Review:

Decision/Comments:  Excused  Unexcused  Excused but future absences will require third party documentation (doctor, counselor, dentist) or determination by school health aid to be excused.

*\* 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