



# Request for Excused Planned Absence

*Prior approval is required*

*Please return this form to the Attendance Office for review/approval at least three days prior to absence.*

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

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

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

- Extended vacations during the school year or leaving school prior to the end of the school year 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 and 3122 P).
- 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.
- Pre-arranged absences may result in a lower class grade.
- WAC 392-121-108 states if a student is absent for more than 20 consecutive school days they must be unenrolled by the school, unless (a) a written agreement between the school and parent/guardian deems the absence will not cause a serious adverse effect upon the student’s educational progress, or (b) the student is receiving home and/or hospital services.

I have reviewed the above information, and I am requesting my son/daughter be excused from school on the above date(s).

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

Parent/Guardian Email Address \_\_\_\_\_

### ***For School Office Use Only***

Excused absences in Skyward *before* the planned absence: \_\_\_\_\_

Unexcused absences in Skyward *before* the planned absence: \_\_\_\_\_

Number of school days which will be missed for this planned absence: \_\_\_\_\_

Academic Review: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Decision/Comments:

Excused     Unexcused

Excused, but all future excused absences will require third party documentation (doctor, counselor, or dentist) or determination by school nurse.

After 7 unexcused absences in a month, or 10 in a school year, the school district may file a truancy petition with the juvenile court.

- Final decision and copy provided to parent
- Original placed in student file

\_\_\_\_\_  
Principal (or designee)