



Pre-Planned Absence Form

Note: This form must be submitted to the Attendance Specialist at least three (3) school days before the start of a planned absence of more than two days. If the reason for the absence is different for multiple siblings, please complete a separate form for each student.

Student Name: _____ Teacher: _____

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Dates of absence(s): _____

Reason for Absence: (Please check one)

_____ **Medical:** Student has a medical/dental appointment or other pre-planned medical - situation.

_____ **Family Event:** Funerals or religious holidays. Up to 5 days excused if the event is out of state.

_____ **Family Vacation:** Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacation.

I understand that this is an unexcused absence. _____ (parent initial)

_____ **Educational Trip:** To be excused, a plan **must** be made prior to departure for how the trip is educational (please attach) and how the student will report on what they learned during the trip. The plan also must include information about when and how missed class work or assignments will be completed and turned in.

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___ **Notification only. I realize that this absence is not excusable under district policy.**

___ **I request that my child's absence be excused. If Educational, educational Plan for his/her absence is attached.**

Parent Signature _____ Date _____

The requested absence(s) will be Excused Unexcused

Administrator Signature _____ Date _____

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 truancies 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.

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.

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.