

MEDINA
ELEMENTARY
SCHOOL



Laurie Harvey, *Principal*
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www.bsd405.org

REQUEST FOR EXCUSED ABSENCE

(For absences other than illness, dental or medical appointments, or religious observance)

WAC 392-121-108 states if a student is absent for 20 school days or more they must be officially withdrawn by the school. Also, when they return to Medina after withdrawal, their previous placement will be reviewed but cannot be guaranteed. It will be necessary to re-register when student returns. The **Bellevue School District Attendance Policy/Procedure (3122)** can be found on the district website.

PRIOR APPROVAL REQUIRED

Student Name _____ Grade _____ Teacher _____

Dates(s) of Absence _____

(Please remember that only 5 days of planned vacation can be excused throughout the school year.)

Reason for Absence _____

Will the student be returning to the same residence upon return? _____

Plans to maintain academic skills: _____

Parent / Guardian Signature

Relationship to Student

Staff Review:

Dates of other such requests this year: _____

Student is achieving at or above grade level? _____

Estimated impact on academic performance? _____

Other comments: _____

Decision / Comments: Excused Unexcused _____ day(s)

Teacher Signature

Date

Principal Signature

Date

Please Note: Make-up assignments are not provided in advance. The teacher may require some work to be made-up upon return. Form will be placed in student's cumulative file.