

Absence Recorded By Office?
(Office Use Only)

Request for Excused Absence

(For absences other than illness, family emergencies, dental or medical appointments, or religious observances)

**Prior Principal Approval Required --Must be turned in 5 school days before planned absence begins
Teacher is NOT required to provide work ahead of time.**

Parents: Fill in the information below. Read and sign the back of this form.

Student Name _____ Grade _____ Teacher _____

Date(s) of absence _____ Number of school days gone _____

Reason for absence: _____

Dates of other such requests (during elementary years): _____

Parent E-Mail: _____

Signature _____ Relationship to Student _____

Teacher Review (will be completed by the classroom teacher):

Student is achieving at or above grade level? _____

The amount of time absent may adversely affect academic performance? _____

Other comments: _____

***** Teacher Signature: _____

Principal's Decision: Excused _____ Unexcused _____

Reason if Absence Determined to be Unexcused: _____

***** Principal Signature: _____ Date _____

Form will be placed in student's cumulative file.

Bellevue Absence Policy & Procedure Information

Regular and punctual attendance is vital to your child's progress and is necessary for mastery of the educational program provided to students. Washington state law requires that children attend school. Policy states: Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences.

District Policy 3122 deems the following as 'excused' absences:

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

*The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence.

District Procedure 3122P states the following with regards to parent-approved activities:

Absence for parental-approved activities. This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian for a maximum of five days. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. All such absences shall be prearranged. Failure to prearrange the absence may result in the absences being unexcused. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

Parent signature: _____ Date: _____

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 Puesta del Sol after withdrawal, their previous placement will be reviewed but cannot be guaranteed. It will be necessary to re-register when student returns.