

This form should be used for absences of four (4) or more consecutive days.

Absences aligning with one or more of the criteria established by WAC 392-400-325 and Policy 3122 (see reverse) will be excused. Studies reveal that absenteeism often has an adverse impact on a student's education experience and overall achievement.

To be completed by parent:

Student Name: _____

Grade: _____ Date of Birth: _____

Dates of Absence: _____

Reason for Absence: _____

Parent Name (printed): _____

Parent Signature: _____

To be signed by teacher(s):

| Period | Teacher Signature |
|--------|-------------------|
| 00 | |
| 01 | |
| 02 | |
| 03 | |
| 04 | |
| 05 | |
| 06 | |
| 07 | |
| 08 | |
| 09 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |

To be completed by school staff:

Date Received: _____ Total absences to date: _____

This pre-arranged absence will be: Excused (meets criteria) Unexcused (does not meet criteria).

Principal/Administrator Signature: _____ Date: _____

Entered in system by Attendance/Office Clerk:

Clerk Signature: _____ Date Entered: _____

EXCUSED ABSENCES - Reasons

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class or not participate remotely. School staff will keep a record of absences 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. The following principles shall govern the development and administration of attendance procedures within the district:

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, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
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 RCW28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
10. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined by WAC 392-121-107;
11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
12. Absences due to a student's migrant status; and
13. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
14. Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
15. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
16. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
17. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
18. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
19. Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

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