

Remote Learning: Request for Excused Absence *

Regular school attendance is necessary for mastery of the educational program provided to students of the district, even during remote learning. At times, students may be appropriately absent from synchronous and asynchronous class. The following principles will govern the development and administration of attendance procedures within the district:

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 from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal/designee and parent, guardian, or emancipated youth mutually agreed upon approved activity.

Please submit this form at least one week prior to your absence request when missing three or more days of SYNCHRONOUS lessons.

**We understand students are permitted to engage in asynchronous lessons. However, when traveling, the best of intentions do not always work out the way we anticipate. During these times of remote learning, we also use attendance to ensure the well being of our students since we are not able to see them on a daily basis. Completing this form, lets us know students are doing well when they cannot be present for synchronous lessons for more than three days.*

Student Name: _____ Grade: _____ Teacher: _____

Date(s) of Absence: _____ Number of School Days Absent: _____

Reason for Absence: _____

I understand that excessive absences from synchronous and asynchronous lessons may have a direct negative impact on my child's school performance. I also understand that make-up assignments will not be provided in advance.

Parent/Guardian Signature _____ Date _____

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

Student is achieving at or above grade level? Yes No

Absence may adversely affect academic performance? Yes No

Other comments/concerns:

Teacher Signature: _____

Principal Decision: Excused Unexcused

Principal Signature: _____ Date: _____

****Prior Principal approval required. This form will be placed in the student's cumulative file.***