

Northeast Tacoma Elementary
Request for Excused Absence for Planned Family Activity

Tacoma School District policy states that absences from school due to a family activity are unexcused unless approved by the building principal and *all missed work made up*. This form has been developed to provide both continuity and a reasonable process for meeting those guidelines.

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Student's Name _____ Grade _____ Teacher _____

Date(s) of Absence(s) _____

Nature of trip/activity _____

Signature of Parent/Guardian _____ Date _____

After filling out the above, obtain the teacher's signature indicating support.

Teacher's Signature _____ Date _____

Comments: _____

Teachers – return this form to the office upon completion.

We will obtain the principal's signature indicating final approval.

Principal's Signature _____ Date _____

Completed by teacher upon return of student

Assignments have been satisfactorily completed: Yes _____ No _____

Teacher's Signature _____ Date _____

Starting in kindergarten, too many absences can cause children to fall behind in school. Missing 10% (or about 18 days) a year can make it harder for children to learn to read. Students miss a lot of in-class instruction when they are absent. They can still fall behind even if they miss just a day or two every few weeks. Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up. Attending school regularly helps children feel better about school & themselves. Start building the habit of being in school every day. Good attendance will help children do well in high school, college, and at work. Please consider your child's attendance and education when completing this form. Due to attendance concerns throughout the district, this form ***must*** be completed ***before*** the planned absence ***otherwise*** the absence will be considered ***Unexcused***.

Per Tacoma Public School District Manual

E. Planned Family Activities

1. A parent may request that a planned family activity be approved by contacting the building principal in writing at least 3 school days before the child's absence.
2. If approved, the planned family activity shall be considered an excused absence, provided all conditions in this section are met.
3. Approval is at the discretion of the principal. Approval or denial is on a student-by-student basis, and shall include a fair consideration of the impact of the planned absence on the student's academic progress.
4. The principal will require a conference with the parent if absences exceed five days and may require an agreement with the student and parent to complete special assignments and/or missed work.
5. Failure to complete an agreed upon assignment will cause the absence to be considered unexcused.
6. Except in extenuating circumstances, the total number of days for excused absences due to planning family activities in a school year shall not exceed five days.

Approved 5/1/01

Revised 9/2/16