

Mercer Island School District
Elementary Notification of Absence Form

For best results when filling out this form on your computer, download it and open in a PDF reader such as Adobe Acrobat Reader or equivalent.

Student(s) Name: _____

Parent(s) Name: _____

Teacher(s): _____

Dates of Absence: _____

Please read and sign below. Return this to the school as soon as possible.

Washington Administrative Code (WAC) and MISD School Board policy defines an absence as: Not physically being present on school grounds; and not participating in instructional activities at an approved location. In accordance with those policies **all elective family vacations during regular school days will be considered unexcused.**

Excused Absences

According to [Board Policy 3122](#), absences may be excused if they are arranged prior to the day of the absence or the school is provided with a written explanation within 5 school days upon return. District policy allows the following explanations for excused absences (please check any that apply to the absence being referenced on this form):

- Illness or health condition
- Pre-arranged medical appointment
- Family emergency
- Religious or cultural holiday or participation in religious or cultural instruction
- Pre-arranged participation in a school-approved activity or instructional program
- An approved, pre-arranged activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent/guardian

I am requesting principal approval for the activity requested below:

*Note: Vacations are not considered excused activities consistent with district policy or state law.

Unexcused Absences

Any student who is absent without a reason as described above will be marked unexcused.

Absences & Vacations

It is challenging for MISD administration and teachers when students miss school associated with family vacations. Often, parents are not fully aware of the broader impact that vacation absences have not only on their individual child's education, but also the impact to an entire class or school. The cumulative effect of several children missing school at the same time negatively impacts the school's ability to provide a quality education for all students. For example, we experience high absences on the days/weeks immediately before or after holiday breaks. Hence, MISD follows the guidelines below for non-illness or non-emergency absences:

- Families are asked to advise their child's teacher of the dates of any absence in advance.
- Teachers will not prepare special homework packets *in advance* for families to take with them on vacation. Parents should not request teachers to make up the missed instruction.
- Whenever possible, teachers will save classwork from the missed instruction. Upon a student's return, parents are asked to review with their child/children work that was missed. This work should be completed at home.
- Children will miss some learning that cannot be made up; some instructional experiences cannot be replicated.
- It is recognized that there is educational value to travel. Parents are encouraged to promote learning connections during travel.

This is to certify that I have read and understand the above information:

Parent Signature: _____

Date: _____