

# BROWNS POINT ELEMENTARY

## Request for Excused Absence for Planned Family Activity

Tacoma Public Schools 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: \_\_\_\_\_

.....  
*Then 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 \_\_\_\_\_

*Original for office – copies to parent and teacher*

*\*District is required to schedule a conference for elementary students that have 5 excused absences in a month, or 10 excused absences in a year.*