Meadowdale Elementary School Extended Absence Form

(Must be completed 2 weeks prior to absence requested)

Dear Parents/Guardians

Under the laws of the State of Washington, school attendance is mandatory. Absences are excused under this law for the following reasons:

1. Participation in a district or school approved activity.
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. **Prior Principal approval required for all extended absence (two or more days in a row)**
   The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. It is the responsibility of the student and/or parent to find out what work will be missed. Missing assignments must be submitted on a mutually agreed upon date by the teacher, parent and student.

→ Parent: Please completed the information below if you are planning an extended absence for your child.

Student: _____Teacher:_____Date:_____

Specific reason for absence: _____

Duration/Dates: _____ Parent Name:_____

Parent Phone:_____

→ Teacher: Please complete the information below and return to Wendy:

Student Achievement level

- ☐ **Below**
- ☐ **Meets**
- ☐ **Exceeds**

Will absences affect academics

- ☐ **YES**
- ☐ **NO**

Comments: _____

_____

_____

→ Principal Authorization (to be completed by Principal)

☐ **Total days absences**

☐ **Total days tardy**

☐ **History _____to_____**

☐ **History _____to _____**

☐ **History _____to_____**

☐ **Approved**

☐ **Not Approved**

Comment:_____

Principal Signature:_____Date:_____