



This form should be used for absences of four (4) or more consecutive days.

Absences aligning with one or more of the criteria established by WAC 392-401-020, 392-401-030 and [Policy 3122](#) (see reverse) will be excused. Studies reveal that absenteeism often has an impact on a student's education experience and overall achievement

To be completed by parent:

Student Name: _____ Grade: _____

Date of Birth: _____ Date(s) of Absence: _____

Reason for Absence: _____

Parent Name (printed): _____

Parent Signature: _____

To be completed by school staff:

Date Received: _____ Total absences to date: _____

This pre-arranged absence will be: ☐ Excused (meets criteria) ☐ Unexcused (does not meet criteria).

Principal/Administrator Signature: _____ Date: _____

Entered in system by Attendance/Office Clerk:

Clerk Signature: _____ Date Entered: _____

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

A. Absences due to the following reasons are excused:

1. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health);
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter [392-400](#) WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC [392-121-107](#);
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth;
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

Excerpted from Bethel School District Board [Policy 3122](#)