

Vacation Policy

Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot duplicate what is learned in the classroom by only providing written make- up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

Elementary Pre-Arranged Absence Form

Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day.

Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R.

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.

Teachers are not required to provide classwork or assignments in advance of an absence.

Student Name _____ Date Leaving _____
Teacher Name/Grade _____ Date Returning _____

Number of
school days
that will be
missed:

+

Number of
absences
student has
to date:

=

Total
absences:

Reason for absence:

- ☐ Extended Illness or Health Condition
- ☐ Medical Appointment
- ☐ Religious or Cultural Purposes/Observance of a Religious Holiday
- ☐ Judicial Proceeding
- ☐ Parental-Approved Activity (please describe as principal approval is also required by policy)

This page needs to be completed if the total number of absences for this occurrence is five or more days OR the total number of absences for the year is 10 or more days.

What learning activities will your student be engaged in, so that he/she can maintain progress in his/her studies?

Subject	Parent Planned Activity	Teacher Comments
Reading		
Math		
Writing		
Social Studies		
Science		
Other		

Parent Signature: _____

Administrator Approval:

Absences will be marked ☐ Excused ☐ Unexcused

Administrator Comments: