



## NOTICE OF PRE-ARRANGED EXTENDED ABSENCE FORM

- PLEASE FILL OUT THIS FORM IF YOUR STUDENT WILL **MISS 5 OR MORE CONSECUTIVE DAYS** OF SCHOOL
- PLEASE TURN IN AT LEAST 2 WEEKS PRIOR TO THE PLANNED ABSENCE
- PRIOR PRINCIPAL REVIEW IS REQUIRED
- A FOLLOW UP EMAIL OR MEETING WILL BE SENT ONCE YOUR FORM HAS BEEN REVIEWED BY PRINCIPAL
- A COPY OF THIS FORM WILL BE GIVEN TO PARENT AND KEPT IN THE STUDENT'S CUMULATIVE FILE

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. Board Policy 3122 below outlines the criteria for an excused student absence per Washington state law. Please review the criteria before completing this request.

### PLEASE BE AWARE:

- We encourage you to make sure your child is attending school on a regular basis unless they are sick.
- If your student MISSES MORE THAN 20 consecutive school days, they will be WITHDRAWN FROM NORTHSORE SCHOOL DISTRICT ON THE 21ST DAY.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ School: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for planned absence: \_\_\_\_\_ Days absent: \_\_\_\_\_

By signing below, you are agreeing that you understand the following:

- Extended absences may have a direct negative impact on your child's school performance.
- You will need to support the maintenance of academic skills for your student during their planned absence
- Your child's teacher/teachers are not required to provide any advanced online instruction, online materials, or make-up assignments to accommodate a planned absence.

Parent/Guardian Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_ Date: \_\_\_\_\_

### **SCHOOL USE ONLY**

Student is achieving at or above grade level?	Yes	No
Absence may adversely affect academic performance?	Yes	No

Other comments/concerns:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD POLICY No. 3122  
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Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Absences due to the following reasons must be excused; 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 condition 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);
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. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless or foster care/dependency status;
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. Absence related to deployment activities of a parent or legal guardian who is an active duty member;
11. Absence due to safety concerns related to threats, assaults, or bullying;
12. Absence due to migrant status;
13. Principal/designee and parent, guardian, or emancipated youth mutually agreed upon approved activity, and
14. Absence due to the student's lack of necessary instructional tools, including internet access or connectivity.