



**Thoreau Elementary School**  
 8224 NE 138<sup>th</sup> Street, WA 98034 – 5105  
 Office: (425) 936-2720 – Fax: (425) 814-4986

Heidi Gilmore- Principal  
 Neil Gerrans - Associate Principal  
 Jordan Dickinson - Office Manager  
 Sally Freni - Secretary

**PRE-APPROVED ABSENCE REQUEST FORM FOR ABSENCES OF 3 OR MORE DAYS**  
**Absences include: Trips, extended illness or health condition, reoccurring medical appts**

Submit to the office **at least one week** prior to the requested absence dates Today's Date \_\_\_\_\_

Please try to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Absences for family trips without prior principal permission will result in an **unexcused absence for the dates**.

**Absences may only be excused with prior principal permission.**

Student Name(s)	Grade	Teacher Name	Prior Attendance (office use only)

Begin Date of Absence: \_\_\_\_\_ Date Student will **Return to School:** \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

<b>LAKE WASHINGTON SCHOOL DISTRICT ATTENDANCE REGULATION – EXCUSED ABSENCES</b>
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 located on the LWSD web site. <a href="https://www.lwsd.org/about-us/policy-and-regulations/students-3000/procedure-student-absences-and-excuses-3122p">https://www.lwsd.org/about-us/policy-and-regulations/students-3000/procedure-student-absences-and-excuses-3122p</a>

**Academic Plan**

Students are expected to complete regularly assigned work upon return to school when absent. The teacher will provide a list of make-up assignments following the student's return, along with a reasonable timeline for completion. The student is responsible for completing missed work. The following are suggested activities that may be completed so that the student does not fall behind academically. Additional assistance or guidance may be attached as well.

- Reading – student may complete independent reading, parent may read to child, and/or student can keep a reading log
- Math – student may complete math fact practice, and/or real-life problem solving
- Writing – student may keep a journal, write letters or post cards to family or friends

**I have read the District Regulation JED-R and I understand I am having my child miss \_\_\_\_\_ days of classroom instruction.**

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

For Office Use: \_\_\_\_\_ Absence Excused \_\_\_\_\_ Absence Not Excused Reason \_\_\_\_\_

\_\_\_\_\_  
 Principal or Designee's Signature

\_\_\_\_\_  
 Date

**Conference Required (10 days or greater):** \_\_\_ Yes \_\_\_ No

Your student's school will be contacting you to schedule a conference at a mutually agreeable, reasonable time with at least one District employee, to identify the barriers and supports available to you and your student related to this absence.