Shorewood High School Advance Notice of Planned Absence Form

This form is only necessary if a student is missing at least two (2) consecutive days of school

Return to the Shorewood Attendance Office *before* the planned absence.

Extended absence from school is highly discouraged.

School attendance is vital for class engagement. Attendance is a primary factor in overall success. In the event of a known extended absence, students need to approach their teachers directly if they want to discuss how missing extended periods may affect their ability to earn a grade and/or credit. Teachers are not expected to provide remote instruction, additional support, or extended time to complete a course.

In the event of an excused absence (regardless of the duration of the absence), guardians should contact the SW Attendance Office to excuse absences.
Phone: 206.393.4378
Email: sw.attendance@shorelineschools.org

If a student leaves school for an extended period over twenty days, including excused absences, we are generally obligated to dis-enroll that student. Questions about this policy can be directed to the Shorewood Attendance Office. Depending on when that happens in the semester, it will be the teacher's decision to decide on grading and credit. Grading policies are outlined in the first pages of the course catalog.

Turning in this form will mark the below absences as excused by the parent.

Student's Name: _____ **Student ID #:** _____

Dates of Absences: _____ **Periods Involved (circle):** 1 2 3 4 5 6 SAS

Will you need an early dismissal? Yes No **If yes, please list the date/time:** _____

Reason for absence: -

_____

_____

Period	Class	Teacher Signature	Comments
1			☐ Will not need to make up any work ☐ Will require make up work ☐ Student has already missed ___ classes. Additional absences likely to affect progress. ☐ This student should not miss class except in case of emergency. ☐ Other:
2			☐ Will not need to make up any work ☐ Will require make up work ☐ Student has already missed ___ classes. Additional absences likely to affect progress. ☐ This student should not miss class except in case of emergency. ☐ Other:
3			☐ Will not need to make up any work ☐ Will require make up work ☐ Student has already missed ___ classes. Additional absences likely to affect progress. ☐ This student should not miss class except in case of emergency. ☐ Other:

4			☐ Will not need to make up any work ☐ Will require make up work ☐ Student has already missed ___ classes. Additional absences likely to affect progress. ☐ This student should not miss class except in case of emergency. ☐ Other:
5			☐ Will not need to make up any work ☐ Will require make up work ☐ Student has already missed ___ classes. Additional absences likely to affect progress. ☐ This student should not miss class except in case of emergency. ☐ Other:
6			☐ Will not need to make up any work ☐ Will require make up work ☐ Student has already missed ___ classes. Additional absences likely to affect progress. ☐ This student should not miss class except in case of emergency. ☐ Other:
0/7 If applicable			☐ Will not need to make up any work ☐ Will require make up work ☐ Student has already missed ___ classes. Additional absences likely to affect progress. ☐ This student should not miss class except in case of emergency. ☐ Other:
SAS			

To be completed by Parent/Guardian **Please do not sign until teacher signatures are complete**

I have read the above and am aware of the teachers' comments regarding the effect of this absence on my student's class progress.

I **GIVE** my permission for this absence

_____

**Signature of Parent/Guardian Date

Revised 12/2021