Issaquah School District

ELEMENTARY PRE-APPROVED ABSENCE REQUEST FORM

FOR ABSENCES THREE (3) OR MORE DAYS

Submit to the office **at least one week prior** to the requested absence dates

Please make an attempt 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 **unexcused absences for those dates, and may result in a truancy petition.** Absences may be excused with prior principal permission.

Student Name(s)	Grade	Teacher Name	(Office Use only) Prior Attendance
☐ Check this box if traveling **internationally** and must access Clever, Clever Apps, and M365 for school work. **COUNTRY**: _____			

Begin date of absence: _____ Date student will return: _____

* If a student does not return on this date, they may be marked unexcused for each subsequent day. We will follow our truancy process for unexcused absences.

Reason for Absence: _____

ISSAQUAH SCHOOL DISTRICT ATTENDANCE REGULATION 3122–EXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district: Excused Absences (school day and individual class) are as follows: Illness or health condition; religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; required court proceedings; family trips with prior administrator approval; and, as required by law, disciplinary actions or short-term suspension. The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

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 excerpt from District Reg. 3122 above and I understand I am having my child miss _____ days of classroom instruction.

_____ _____

Parent/Guardian Signature **Date**

For Office Use: ____ Absence Excused ____ Absence Unexcused Reason _____

****If student is traveling internationally and needs access to 0365/Canvas, Principal/Designee must submit a work order for tech to allow access at https://isd411.gofmx.com Choose "International Travel"**

_____ _____

Principal 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 prior to your departure.

Per RCW 28A.225.010, Students who are requesting to be excused for an absence for greater than 20 days must have a signed agreement between parent/guardian and school principal that the absence will not cause a serious adverse effect upon the student's educational progress.