



FAMILY TRIP/ PERSONAL LEAVE ABSENCE

Glenwood Elementary
2221 103rd Ave SE
Lake Stevens, WA 98258
(425) 335-1510

Please return form to the front office **one week prior** to your absence. Or you may return form by email to the Attendance OP: glw-attendance@lkstevens.wednet.edu

Please note: Prior notification is required for absences of 3 or more school days.***

Student Name: _____

Teacher: _____

Days absent from: _____

Reason for absence (brief description): _____

Parent Signature: _____

Teacher Signature: _____

Principal Signature: _____

**** Did you know? To have regular attendance, students should miss no more than 9 days of school per year. Students who miss 18 days of school or more are at a high risk of not meeting grade level expectations and goals.*