



Gateway Middle School
15404 Silver Firs Drive
Everett WA 98208
Extended Absence Form

Principal | Matthew Bennett |

Assistant Principal(s) | Bart Shaffer

Student Name: _____

Counselor: _____ Grade: _____ Student ID: _____

First date absent: _____ Expected return-to-school date: _____

Reason for extended absence:

Total Day (s) Requested:

Student Schedule					
Per.	Course	Title	Teacher	Grade / %	Teacher Signature
1					
2					
3					
4					
5					
6					

DISTRICT POLICY:

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the first date of the absence and submit to the principal (or designee) for review.

Pursuant to district Procedure 3122P, the principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year.

As a district practice, students must be withdrawn from school after being absent for 20 consecutive days, regardless of whether the absences are excused, unexcused, or a mixture of both. If a planned absence unexpectedly extends beyond 20 days, the student will be withdrawn. Reenrollment steps will be taken upon their return.

Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) days prior to the absence. **Please note:** Not all learning activities/opportunities can be reproduced outside of the classroom. There is no remote-learning option for in-class instruction missed during absence.

Parent / Guardian: _____ Date: _____

Parent Phone: _____

Student Signature: _____ Date: _____

OFFICE USE ONLY

Administrator: _____ Date: _____

_____ Verified by: _____ Date: _____

_____ ☐ Phone/

Fax ☐ In Person ☐ Email ☐ Synergy entry

of days EXCUSED: _____

of days UNEXCUSED: _____