

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

**ISSAQUAH SCHOOL DISTRICT ATTENDANCE POLICY #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.

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 an **unexcused absence for the dates.**

Absences may be excused with prior principal permission. The student is responsible for completing missed work. If an absence is unexcused, teachers will not provide the daily work that a student will be missing due to the absence.

**1. To be completed by parent before submitting to teacher**

Student Name: \_\_\_\_\_ Date(s) of Absences\*: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

*I am aware that by missing this many school days, my child may:*

- miss newly introduced concepts and skills in reading, writing, math, social studies, science, health
- miss activities, projects and classroom events that cannot be made up
- need extra support at home with assignments upon returning from the absence
- need to relearn established or learn new classroom policies and procedures
- not be provided assignments in advance of their absence
- make up assignments/projects as decided by the classroom teacher upon return

**2. Absence could adversely affect academic progress. To be completed by class teachers (before parent signature in Sec. 4)**

Teachers: Initial appropriate      Per. 1      Per. 2      Per 3      Per. 4      Per. 5      Per. 6      Per. 7  
space

Student MAY MISS class							
Student should NOT MISS class							

Note: Some assignments may not be available or may change. Student may need to spend additional time after school to make up work.

**3. To be signed by parent or guardian after sections 1 & 2 have been completed.**

*I have read the district policy above, am aware of the teacher’s comments regarding the effect of this absence, and I understand I am having my child miss \_\_\_\_\_ days\* of classroom instruction.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Administrative Approval**

Administrator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Excused  Unexcused

\*Absences of 20+ days will result in the student being withdrawn from school. Please see the school Attendance Secretary if applicable.