



West Seattle High School

Request for Pre-Planned Excused Absence

(To be used by students and their parents/guardians to request pre-planned absence of three (3) or more days be excused)

NOTE: This fully completed form must be submitted to the Attendance Office at least three (3) school days before the start of the planned absence. If visiting a college, student must bring a letter of visitation back from the college.

Student's Name: _____
PLEASE PRINT (first) (last)

Student ID#: _____ Grade: _____

Date(s) of missed classes: _____

Reason for absence: (attach all documentation available)

To Be Complete by Student's Teachers: (BEFORE Parent/Guardian signs)

(NOTE: It is the responsibility of the student to obtain and complete assignments missed due to pre-planned absences.)

Teachers: Initial in appropriate space	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Will need to make up work (see assignment on back)						
Will adversely affect class progress and work CANNOT be made up						
Puts student in danger of lowered grade or failing course - should NOT miss class						
Student's current grade in class						

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

Parent/Guardian Signature: _____ Date: _____
 → _____

Daytime Phone #: (____) _____ Evening Phone #: _____
 Cell phone #: (____) _____

___ - I approve this absence. ___ - I DO NOT approve this absence.	
_____ Principal's Signature	_____ Date

Assignments during Pre-Planned Absence:

(Note: Progress Report & Study Plan may also be required)

Period 1:

Period 2:

Period 3:

Period 4:

Period 5:

Period 6:

Notes/Comments:
