



West Seattle High School

Request for Education Related Pre-Planned Excused Absence

(To be used by for students who are taking educational trips i.e. Hawaii, France, Central America, etc)

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. Within five (5) days of return, the students must complete and submit a Service Learning Documentation & Reflection form and the additional requirements noted on page 2. Absences will not be excused until this documentation is submitted.

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.)

<u>Teachers:</u> 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: _____
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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:

Additional Requirements for Education Related Absences: (Student must submit to the Attendance Office within five (5) days of return)

1. Complete Service Learning Documentation form, including Reflection Journal (attached).
2. Write a statement explaining how the trip impacted you and your future life plans.
3. Prepare a PowerPoint presentation summarizing your trip. Include and submit written documentation and pictures/videos documenting your experience.
4. Arrange with one of your teachers to show your presentation to a group of at least five (5) students and teachers.

