

SPS Pre-Planned Absence Form - Secondary

It is the policy of the Seattle School Board that consistent attendance is essential to the Seattle Public Schools mission of academic excellence for every student in every school. Your student and our school community are impacted when your student misses school. However, we also understand that sometimes there are outside events that require students to miss school and we want to support your student's return to school and regular attendance.

This form is due to the main office at least three (3) school days prior to the first day of the absence. The Principal (or their designee) will determine whether the absence is excused or unexcused. For extended absences, please give your student's teachers as much notice as you are able if you are requesting assignments to work on during your student's absence.

Please print

Student Name: _____ Grade: _____

Dates of absence: _____

Reason for absence: _____

Note: family vacations are unexcused absences. Vacations that cause a student to miss seven (7) or more days in a 30- day period or fifteen (15) or more days during the school year require that the District file a truancy petition if the student is not on track academically and has additional unexcused absences.

To be completed by student's teachers prior to parent/guardian signature:

Teachers: initial in appropriate squares to indicate potential impact of proposed absences.	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period
Will need to make up work and/or take test early						
Absence will adversely affect class progress and work CANNOT be made up						
Absence 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. I understand that teachers' initials do NOT mean the absence will be excused.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Principal/Designee

This absence is: Excused Unexcused (Vacation)

- The student will have five (5) excused absences in a 30-day period, seven (7) unexcused absences in a 30-day period, 15 excused or unexcused absences during the school year, or the principal/designee believes a meeting is necessary to support the student. A meeting has been set up on _____ at _____ to come up with a plan to support the student during their absence and return to school.

Based on Washington Administrative Code (WAC 392-400-325) and Seattle Public Schools' Superintendent Procedure 3121, absences may be excused for the following reasons:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status, such as a house fire, moving, lack of new District transportation set up, a required agency visit, or similar emergency situation;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion);
11. Principal (or designee) and parent/guardian or emancipated youth mutually agreed upon approved activity, such as attending a youth conference or other one-time special event, or serving as a counselor at a school-sanctioned outdoor education program.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.