

FRANKLIN HIGH SCHOOL

Pre-Planned Absence Form

Note: This form must be submitted to the Attendance Office at least three (3) school days before the start of planned absence. This form should include information about how and when missed class work will be completed and turned in.

Student Name: _____ **Student ID#** _____ **Grade:** _____

Date of Absence(s): _____

REASON FOR ABSENCE (Please check one)

- FAMILY VACATION:** Family vacations are **not excused** based on district policy.
- FAMILY EVENT:** Funeral, religious or cultural holidays. **Explain below.**
- MEDICAL:** Student has a planned medical situation, medical/dental appointment. **Explain below.**
- EDUCATIONAL TRIP:** To be excused, a plan must be made prior to departure explaining how the trip is educational and how the student will report on what they learned. **Explain below, attach plan.**
- OTHER:** _____ **Explain below.**

Explain the situation:

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

Teachers: <i>Initial in appropriate squares to indicate potential impact of proposed absences.</i>	1 st Period	2 nd Period	3 rd Period	4 th Period	5 th Period	6 th 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						

Parent/Guardian Name: _____ Signature: _____

Administrator Signature: _____ **Absence:** Excused Unexcused

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.