



Pre-Planned Absence Form

If you plan on a long-term absence, please fully complete this form and return it to the TOPS main office three (3) school days before the first day of the planned absence. School administrators must approve the request before the student's attendance can be excused.

Note:

- It is the responsibility of the student and/or caregivers to work with teachers on how academic work will be made up. Middle school students may be required to do additional assignments to stay on track with classes.
- Students who miss seven (7) or more days in a 30-day period or fifteen (15) or more days during the school year require that schools file a truancy petition if the student is not on track academically and has additional unexcused absences.

If you have any questions, please email or call the attendance office:

Email: tops.attendance@seattleschools.org Phone: (206) 252-3512

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Dates of absences: _____

Reason for Absence: (please check one)

- **Family Vacation:** Family vacations/reunions are not excused. Students will be marked unexcused absent for the duration of the vacation. You will receive automated emails and phone calls but do not need to respond.
- I understand that this is an unexcused absence. _____ (Caregiver Initial)
- **Medical / Mental Health:** The student has a medical/dental procedure requiring several days out of school. **A provider's note is required for this to be excused.**
- **Family Event:**
 - _____ Funeral
 - _____ Religious Holiday
 - _____ Wedding
 - _____ Other. Please attach an explanation.

Up to 5 days excused if the event is out of state. Out of State: Yes / No

Caregiver Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

(Middle school students MUST get a signature from their homeroom teacher.)

OFFICE USE ONLY		
This absence will be excused: <input type="radio"/> Excused <input type="radio"/> Unexcused	Date Submitted:	Notes:
	Date Entered:	



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

- Participation in a district or school approved activity or instructional program.
- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry).
- Family emergency, including, but not limited to, a death or illness in the family.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Court, judicial proceeding or serving on a jury.
- Post-secondary, technical school, apprenticeship program visitation, or scholarship interview.
- State-recognized search and rescue activities consistent with RCW 28A.225.055.
- 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.
- Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010.
- Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion).
- 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.