CREEKSIDE ELEMENTARY SCHOOL
PRE-APPROVED ABSENCE REQUEST FORM
FOR ABSENCES OF 1-20 DAYS
Submit to the office **at least one week prior** to the requested absence dates

DATE: _____

Absences may be excused with prior principal permission. When your child returns from an **excused absence**, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. *From ISD Elementary Schools Parent Handbook, pg 2*

Please make an attempt to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Absences for family trips without prior principal permission will result in an **unexcused absence for the dates.**

Student Name(s)	Teacher	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Begin date of absence: _____ Date student will return: _____

Reason for Absence: _____

ISSAQUAH SCHOOL DISTRICT ATTENDANCE POLICY –EXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district: Excused Absences (school day and individual class) are as follows: Illness or health condition, religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; required court proceedings; with prior administrator approval, family trips; and, as required by law, disciplinary actions or short-term suspension. The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

I have read the district policy above and I understand I am having my child miss _____ days of classroom instruction. I am aware that by missing this many school days, my child may:

- *miss newly introduced concepts and skills in reading, writing, math, social studies, science, health*
- *miss activities, projects and classroom events that cannot be made up*
- *need extra support at home with assignments upon returning from the absence*
- *need to relearn established or learn new classroom policies and procedures*
- *not be provided assignments in advance of their absence*
- *make up assignments/projects as decided by the classroom teacher upon return*

_____ _____
Parent/Guardian Signature **Date**

_____Absence Excused _____Absence Not Excused

Principal Comments: _____

_____ _____
Principal or Designee's Signature **Date**