

MAPLE ELEMENTARY SCHOOL PLANNED ABSENCE APPROVAL REQUEST FORM

If you are planning an extended absence for your child, please be aware that this may have an adverse effect upon his/her education. Our Maple teachers work very hard to help each child reach his/her grade level standard by the end of the school year. Your child's attendance at school is very important. An extended absence may mean that your child will not reach grade level standard and thus not be ready to be promoted to the next grade. Please discuss this planned absence with your child's teacher. This form should be completed and returned to your child's teacher at least one week prior to the planned absence. Approval of this absence is at the Principal's discretion after an investigation of your student's academic needs.

Student's Name: _____ Date: _____

Reason for Absence: *(please check one)*

Family Vacations: Are not excused. Student will be marked unexcused for the duration of the vacation.

Family Events: Funerals or religious holidays. Up to 5 days may be excused if the event is out of State. Please explain the nature of the event: _____

Educational Trips: An educational trip is not a family vacation or family reunion/gathering, it is a trip with the primary purpose of education. Please describe the educational purpose of your trip and include a plan for making up missed classroom assignments and homework: _____

Dates of planned absence: Starting _____ 1st Day Back _____

We have discussed this planned absence and have agreed upon a student learning plan during this absence. We are aware that this absence may affect the student's meeting district standard and promotion to the next grade. We are also aware that if more than 20 consecutive school days are missed the student may be withdrawn from Seattle Public Schools and would have to reapply at the Enrollment Service Center. Enrollment at Maple would be on a space available basis only.

Parent/Guardian Signature: _____ Date _____

Teacher Signature _____ Date _____ POD _____ Nurse Signature (if medically related) _____ Date _____

Principal's Signature _____ Date _____

Excused **pending completion of all assignments and assessments

Unexcused

Original to Student File

1 Copy to Teacher

1 Copy Home to Parents