

Absence Recorded By Office? (Office Use Only)	<input type="checkbox"/>
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Request for Excused Absence
(For absences other than illness, family emergencies, dental
or medical appointments, or religious observances)

Prior Principal approval required

Student Name _____ Grade _____ Teacher _____

Date(s) of absence _____ Number of school days gone _____

Reason for absence: _____

Dates of other such requests (during elementary years): _____

Parent E-Mail: _____

Signature _____ Relationship to Student _____

Teacher Review (will be completed by the classroom teacher):

Student is achieving at or above grade level? _____

The amount of time absent may adversely affect academic performance? _____

Other comments: _____

***** Teacher Signature: _____

Principal's Decision: Excused _____ Unexcused _____

Reason if Absence Determined to be Unexcused: _____

***** Principal Signature: _____ Date _____

Form will be placed in student's cumulative file.

Bellevue Absence Policy

Spiritridge Procedures

Regular and punctual attendance is vital to your child's progress. Washington state law requires that children attend school. **We are expected by law to track absences and identify them as excused and unexcused.** For absences to be excused, parents must inform the office by phone call or note of the reason for the student absence, and the Principal must approve the absence.

Excused absences include illness, medical or dental appointments, religious observances and family emergencies.

Family vacations should be planned for non-school days. If there is a special request to have an absence approved (e.g. special family trip), there must be prior approval by the teacher and principal. Once the parents have completed the form, staff will review if the absence will adversely affect learning; then the principal will determine if the absence will be excused or unexcused.

Unexcused absences: State law requires that we follow specific steps for unexcused student absences, including parent conferencing. Students who have ten unexcused absences must be referred to court.

Make-up assignments: When your child returns from an excused absence, the teacher will provide make-up assignments, as appropriate. **Make-up assignments are not provided in advance.**

Thank you for doing all that is possible to have your child at school every day, on time. The early release Wednesdays are a good time to schedule necessary appointments.