

Sacajawea Student Planned Absence

Student Name _____

Teacher name _____

Dates of absence _____

Reason for absence _____

- **Vacations and trips are not excused when school is in session.** Families should plan vacations and family travel for times when schools are not in session. Just going to another city, country or out of state to visit family or friends would not be excused. Extra days before or after school holidays are not excused, including trips out of state or out of the country.
- One or two-day absences for a one-time event may be excused at the discretion of the principal if a planned absence form is filed at least 3 days in advance.
- Absences for religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction can be excused.
- Trips with an educational focus for the student as the purpose of the trip, i.e., attending or participating in a youth conference, visiting colleges, etc., can be excused with the permission of the school principal or designee. Some secondary schools allow students to be absent to act as youth counselors at elementary science or outdoor education camps, but may limit how many times a student may do this and have the absences be excused.
- At least five days of a trip for a funeral can be excused.
- Absences due to illness, doctor or dentist appointments, or religious holidays are considered excused absences when the parent or guardian informs the school of the reason for the absence.
- We do require your child to complete missed assignments. It is up to the parent/guardian to make sure you receive the classroom work from the teacher and have your child complete it.

For more information about student absences, go to: <http://www.seattleschools.org/attendance>

Parent Signature _____ Date _____

Above absence is: Excused _____ Unexcused _____

Principal Signature _____