

# McKenny Elementary School Planned Absence Requests

Student Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_ Current Date: \_\_\_\_\_

I request that my child be excused from school on the dates specified below provided he/she can afford to miss the classroom time. I am making this request for the following reasons(s):

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My child(ren) will be absent on the following date(s): \_\_\_\_\_

- All parents within the District of any child eight (8) years of age and under eighteen (18) year of age shall cause such child to attend the public schools of the District for the full time when such school may be in session, unless the child is enrolled in an approved private school, an educational center as provided in RCW 28A.205 or is receiving home-based instruction. Exception may be granted, by the Superintendent or designee in the following circumstances: The student's parents have requested a temporary absence for the purpose agreed to by the District which will not cause a serious adverse effect on the student's educational process. **Olympia Board Policy #3121**
- Regular, punctual attendance is considered a legitimate expectation of students and may be one of the criteria determining grading and promotion. Students who are absent are required to provide an excuse from parent or guardian. **Olympia Board Policy #3121**
- No Student may be counted on any enrollment report after having been continuously absent for a period encompassing two (2) consecutive monthly enrollment reporting days unless enrollment is resumed or there is agreement between the school and the parent relative to the student's temporary absence for a period not to exceed twenty (20) consecutive school days. **Olympia Board Policy #3120P**

If a request is granted, it is the child's and parent's responsibility to make arrangements with the teacher(s) to make up work missed during absences.

Parent Signature: \_\_\_\_\_ Teacher Name(s): \_\_\_\_\_

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*This portion to be completed by teacher & principal*

**Please be aware that you may receive a call from School Messenger.**

Is it likely that this student's absence as requested will have an adverse effect on achievement and grades during this grading period?

Teacher Signature: \_\_\_\_\_

Yes  No   
Absences does  Absence does not   
(Excused) (Unexcused)  
meet criteria for excused absence.

Teacher Signature: \_\_\_\_\_  
(2<sup>nd</sup> child)

Yes  No   
Absences does  Absence does not   
(Excused) (Unexcused)  
meet criteria for excused absence.

Principal Signature: \_\_\_\_\_

## **OSD Policy 3122 Excused and Unexcused Absences**

### **Excused Absences:**

Regular school attendance is necessary for mastery of the educational program provided to students of the District. The following are valid excuses for excused absences:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

### **Pre-Arranged Absences:**

For an extended absence to be excused, a parent must make a request in writing to the principal prior to the absence. If the principal deems that the absence will be approved, it will be recorded as a pre-arranged excused absence. Any absence from class may affect a student's grade.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. An absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.

### **Unexcused Absences**

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the District has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the District will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the District will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the fifth unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the Superintendent within 24 hours after imposition.