

# Central Kitsap School District

## EXTENDED ABSENCE REQUEST

If you are planning an absence that will require your child to miss school for more than 3 days, please complete and submit this request form to the office at least five (5) school days prior to the absence.

*As a means of promoting responsible behavior and personal accountability, a student whose absence is not excused shall experience the consequences related to 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's absence is unexcused.*

It is important to remember that when a child misses school for an extended period of time, a great deal of classroom learning time is lost. Although out-of-class assignments will help your child to continue learning during their absence from school, missed classroom instruction often can not be made up adequately. Please contact your child's teacher for missed assignments.

Student Name: \_\_\_\_\_ Date(s) of Absence: \_\_\_\_\_

Explanation of absence: (where and why) \_\_\_\_\_

Students who do not attend school for an extended period of time (excluding bereavement or medical leave) are asked to create and follow a minimum academic plan with their teacher(s). Please return all completed work when your child returns to school.

1) Parent Signature: \_\_\_\_\_

2) Principal Signature: \_\_\_\_\_

\_\_\_ Copy to Student/Parents

\_\_\_ Copy to Student File

\_\_\_ Copy to Attendance File

### **Excused and Unexcused Absences**

District Policy 3122 excuses absences for a variety of reasons including illness and/or medical condition, religious observance, school approved activities, family emergencies and/or school pre-approved extended absences. This category of extended absence shall be counted as excused for purposes agreed upon by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parental/guardian-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.