

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 disciplinary 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 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

Section taken from Central Kitsap School District Board Policy 3122P

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardiness. Parents/guardians have two school business days, after a student has returned to school, to ask that a student's absence be excused. After this time, the absence will be marked as unexcused.

Excused Absences

The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

C. Absence for parental/guardian-approved activities. This category of 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.