

**SYRE ELEMENTARY SCHOOL
REQUEST FOR PLANNED ABSENCE TO BE EXCUSED**

Use this form when your child will have a planned absence that does **NOT** fall into the situations shown at the end of this form. You can find the complete Shoreline School District Attendance Policy (3122) on the district website.

PRIOR APPROVAL IS REQUIRED

Please send this form to our registrar, Susie Johnson, at least 14 school days prior to your planned absence. You can drop it off in our main office or email it to us at: susie.johnson@shorelineschools.org

Student Name: _____ Grade _____ Teacher _____

Date(s) of Absence: _____ Reason for Absence: _____

Best Phone/Email Contact: _____

Describe your plans to maintain the student's academic skills: _____

Make-up assignments may not be provided in advance. The teacher may require some work to be completed upon the student's return.

Parent/Guardian Signature Relationship to Student

You do **NOT** need to use this form for these situations:

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. Absence directly related to the student's homeless status.
6. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion).

For Office Use Only

Teacher feedback:

Student is achieving at or above grade level? Yes No

Teacher Signature Date

Other Considerations (if any): _____

Administrative Decision: Excused Unexcused

Principal/Designee Signature Date