

**LAKE FOREST PARK ELEMENTARY  
REQUEST FOR PLANNED ABSENCE TO BE EXCUSED**

**PRIOR APPROVAL IS REQUIRED**

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.

Please send this form to our registrar, Joanne Olson at least 14 school days prior to your planned absence. You can drop it off in our main office or email it to us [joanne.olson@shorelineschools.org](mailto:joanne.olson@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 will not be provided in advance. The teacher may require some work to be completed upon the student's return.

\_\_\_\_\_  
Guardian Signature Relationship to Student

You do **NOT** need to use this 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. 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/correction 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