

Chief Sealth International High School

Pre-Planned Absence Form

Note: This fully completed form must be submitted to the Attendance Specialist at least three (3) school days before the start of the planned absence. If the reason for the absence is different for multiple siblings, please complete a separate form for each student.

Student Name: _____ ID# _____ Grade: _____

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Date of absences: _____

Reason for Absence (Please check one):

____ **Medical:** Student has a medical/dental appointment or other pre-planned medical situation.

____ **Family Event:** Religious holidays or funerals. Up to 5 days excused if the event is out of state. Please include specific details regarding this event.

____ **Family Vacation:** Family vacations are not excused. Students will be marked unexcused absent for the duration of the vacation.

I understand that this is an unexcused absence. _____ (Parent Initials)

____ **Educational Trip:** A plan must be made prior to departure for how the trip is educational and how the student will report on what they learned during the trip. Complete the Educational Trip plan form for approval.

I request that my child's trip be excused. An education plan for his/her/their absence is attached.

Parent Signature: _____ Date: _____

The absences for this trip will be _____ **Excused** _____ **Unexcused**

Administrator Signature _____ Date: _____