

North Kitsap School District

Prior Approved Absence Request Form- Elementary

General Information: Board Policy 3122 permits students to be excused from attending school at parent request, provided that the absence causes no adverse effect on the student's educational progress. The policy also allows students to make-up assignments missed during the absence so that their grades are not adversely affected by the absence. Students should complete at least 20 minutes of iReady Math and Reading each day. Additionally, students should read for at least 20 minutes a day.

Parent/Guardian: Please complete this form and return to your student's teacher at least 1 week prior to your student's absence.

STUDENT NAME: _____ SCHOOL: _____

TEACHER: _____

DATE(S) OF ABSENCE:

FROM: _____ THROUGH: _____

REASON FOR ABSENCE:

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

TEACHER SIGNATURE: _____ DATE: _____

SCHOOL ADMINISTRATION:

Absence is: Excused Unexcused

PRINCIPAL COMMENTS:

PRINCIPAL SIGNATURE: _____ Date: _____