

Griffin Pre-Arranged Absence Request Form (Elementary)



6530 33rd AVE NW, Olympia WA 98502

"Lifelong learners leading productive, healthy, and responsible lives."

This form must be turned in 3 school days prior to the date of absence

Student Name: _____ Grade/Teacher: _____
(Please Print)

Date(s) of planned absence: _____

Purpose of Absence(s): _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____ Date: _____

Teacher's Comments:

Is it likely this student's requested absence will have an adverse effect on this child's achievement during this grading period?

Yes

No

Will the teacher provide homework for this extended absence?

Yes

No (work will be collected for your child while they are absent)

Teacher's Signature: _____ Date: _____

Office Use Only

Current # of: Unexcused absences: _____ Excused absences: _____

Three **school days'** prior notice

Attendance Reviewed

Grades Reviewed

This pre-arranged absence will be counted as: Excused # _____ Unexcused # _____

Vacation Days Requested: _____ Previous Family Excused: _____ Dr. Note Excused: _____

Administration Comments:

Administration Signature: _____ Date: _____

*According to RCW 28A.225.020; if a student has 5 or more excused absences within any month, or 10 excused absences within the school year, a parent/guardian will be required to attend a scheduled conference with Griffin school's Attendance Liaison.