

**Extended Absences
(three or more days)**

Student Name _____ Dates of Absence _____

Reason _____

Washington Middle School feels that regular attendance is essential to a student's success. However, if the parent and student find it imperative, the administration will consider releasing the student under these conditions. All district attendance policies will apply including BECCA.

Olympia School District policy:

- All parents with the District of any child eight (8) years of age and under eighteen (18) years of age shall cause such child to attend the public schools of the District for the full time when such school may be in session, unless the child is enrolled in an approved private school, an educational center as provided in RCW 28 A.205 or is receiving home-based instructions. Exception may be granted, by the Superintendent or designee in the following circumstances: The student's parents have requested a temporary absence for the purpose agreed to by the District and which will not cause a serious adverse effect on the student's educational process. *Olympia Board Policy # 3121*
- Regular, punctual attendance is considered a legitimate expectation of students and may be one of the criteria determining grading and promotion. Students who are absent are required to provide an excuse from parent or guardian. *Olympia Board*

Policy # 3121

Teacher Obligation

1. Advance and/or make-up assignments are optional, unless the absence is due to illness.
2. The teacher must indicate on this sheet what effect absences will have on the student's academic standing.

Student Responsibility

1. The student must pre-plan the absence by advising teachers and administrators of the exact dates of absences. All information on this form must be completed and signatures secured at least one week prior to the absence.

(continued on reverse side)

Period	Class	Current Grade	Teacher's Signature	Comments (use back if necessary)
1				
2				
3				
4				
5				
6				

Note: This must be signed by parents before an administrator's signature is obtained.

Parent Signature

Administrator Signature

Return completed form to the office. It is the student's and parent's responsibility to make arrangements with teachers to make up work missed during absences.