

## Montlake Elementary 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 absence is different for multiple siblings, please complete a form for each reason.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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Dates of absences: \_\_\_\_\_

Reason for Absence: (please circle one)

<b>Unexcused</b>	Family Vacation:	Family vacations are no longer excused. Students will be marked <u>unexcused</u> for the duration of the vacation. I understand this policy _____ (parent initials)
<b>Excused</b>	Medical:	Student has a medical/dental appointment or other pre-planned medical/dental situation. (A doctor's note may be required.)
	Family Event:	Including funerals or religious holidays. Up to five (5) days excused if out of state.
	Educational:	In order to excuse this absence, please complete the Educational Plan on the back of this form.

**For Middle School Students only:**

**Please have the student bring this to teachers for completion prior to parent signature.**

Class	Number of Missing Assignments	Current Grade	Teacher Initials
Science			
Social Studies			
Language Arts			
Mathematics			

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

The absences for this trip will be:  Excused  Unexcused

# Educational Trip Plan

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parents and Teachers: Please use this form to create an educational plan for the above student to request that absences from school for an educational trip be excused:

<b>Proposed Educational Activities</b>	<b>Grade-Appropriate Evidence of Learning</b>
<b>School work/assignments to be completed</b>	<b>Schedule of completion (How work will be completed and when it will be turned in)</b>
Math	
Reading	
Science	
Social Studies	
Other Subjects	

We agree to this Education Plan for this student.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

The Educational Plan for this student is

Sufficient     Insufficient