



Christa McAuliffe Elementary School
 23823 N.E. 22nd Street
 Sammamish, WA 98074-3517
 Office: (425) 936-2620 – Fax: (425) 836-4238

Brady Howden - Principal
 Holly Knowles – Associate Principal
 Kathleen Jeffcoat – Office Manager
 Heather Cobb - Registrar

PRE-APPROVED ABSENCE REQUEST FORM FOR ABSENCES OF 1 OR MORE DAYS

Submit to the office **at least 1 week prior** to the requested absence dates Today's Date _____

Please try to schedule family trips during non-school dates. It is very difficult to make up for lost instructional time. Absences from family trips without prior principal permission will result in an **unexcused absence for the dates.**

Absences may only be excused with prior principal permission.

Student Name(s)	Grade	Teacher Name	Prior Attendance (Office Use only)

Begin Date of Absence: _____ Date Student will Return: _____

Reason for Absence: _____

LAKE WASHINGTON SCHOOL DISTRICT ATTENDANCE REGULATION – EXCUSED ABSENCES

Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day. Students may be excused from attendance subject to approval by the student’s parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R located on the LWSD web site. (www.lwsd.org/about-us/policy-and-regulations/student-absences-and-excuses-jed-r)

Academic Plan

Students are expected to complete regularly assigned work upon return to school when absent. The teacher will provide a list of make-up assignments following the student’s return, along with a reasonable timeline for completion. The student is responsible for completing missed work. The following are suggested activities that may be completed so that the student does not fall behind academically. Additional assistance or guidance may be attached as well.

- Reading – student may complete independent reading, parent may read to child, and/or student can keep a reading log
- Math – student may complete math fact practice, and/or real-life problem solving
- Writing – student may keep a journal, write letters or post cards to family or friends

I have read the District Regulation JED-R and I understand I am having my child miss _____ days of classroom instruction.

 Parent/Guardian Signature Date

For Office Use: _____ Absence Excused _____ Absence Not Excused Reason _____

Principal or Designee’s Signature _____ **Date** _____

Conference Required (10 days or greater): ___ Yes ___ No

Your student’s school will be contacting you to schedule a conference at a mutually agreeable, reasonable time with at least one District employee, to identify the barriers and supports available to you and your student related to this absence.