

For Office Use:

Date Request Submitted to Office: _____

Date Approved/Not Approved: _____

Absence(s) Approved / Not Approved

Discovery Elementary School

Excused Absence Family Trip Approval Form

Issaquah School District Attendance Policy states absences due to a family trip may be “excused” if approved by the Principal prior to the absence(s).

To request approval for an excused absence(s) for your child(ren) due to a family trip, follow these steps:

- 1. Trip could not be scheduled during a scheduled non-school day.**
- 2. Complete all sections of the Approval Form.**
- 3. Submit to Principal through the school office at least one week prior to the scheduled absence date(s).**
- 4. A copy of the Approval Form will be returned to you for your records. The original will be kept on file at Discovery Elementary School as part of our attendance records.**

Name of Parent(s)/Guardian(s):

Mailing Address: _____

Daytime Phone: _____ **Evening Phone:** _____

Name(s) of Child(ren):

Teacher’s Name(s):

Date(s) Requesting Excused Absence(s):

Reason for Absence(s):

Reason Trip Cannot be Scheduled During Non-School Dates:

Important:

Your child is responsible for making up work missed during an absence(s) due to a family trip. The child will have an equal number of school days to complete make-up work as days missed due to your trip. For example, if a child misses three school days for the trip, he/she will have three school days to make up the missed work. Teachers are required to allow students to make up this work without penalty. Parents/Guardians are responsible for helping the child attain concepts that may have been taught during the days missed. Teachers are not required to prepare homework for your child prior to your trip. A large amount of what happens at the elementary level is instruction and learning experiences occurring in the classroom. It is impossible to “make-up” this lost time in instruction and experience.

From the Principal:

Trip is Approved / Not Approved for the dates:

**Signature of Principal
(or designee)**

Date