



Olympia School District

Request for Planned Absences Form

Utilize this form for any planned absences of 3 or more days.

Please submit this form at least two weeks prior to the date of the requested absence(s).

It is the parent's/guardian's and when age appropriate, child's responsibility to arrange with the teacher(s) to make up for work missed during absences.

Student Name: _____

Date Request Submitted: _____

I request that my child be excused from school in the date(s) specified below for the following reason:

Yes ___ I have contacted all teachers regarding this absence.

Teacher(s): _____

Date(s) of requested absence: _____

I have read the Olympia School Districts attendance policies on the reverse side of this form.

Parent Signature: _____

Printed Name: _____

Daytime Contact Phone Number: _____

Email Address: _____

Office Use Only:

___ *Excused* ___ *Unexcused*

Administrator Signature: _____

Comments: _____

Olympia School District Policies and Procedures 3121

ATTENDANCE REGULATIONS

All parents within the District of any child eight (8) years of age and under eighteen (18) years of age will 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 28A.205 or is receiving home-based instruction. Parents of any child six or seven years old, who have enrolled the child in school, will cause the child to attend school for the full time when such school and program may be in session, unless the child is formally withdrawn from enrollment by the parents.

Exception may be granted by the Superintendent or designee in the following circumstances:

- 1) The student is physically or mentally unable to attend school.
- 2) The student is attending a residential school operated by the Department of Social and Health Services.
- 3) The student's parents have requested a temporary absence for purposes agreed to by the District and which will not cause a serious adverse effect on the student's educational process.
- 4) The student is sixteen years of age, regularly and lawfully employed, and either has parent permission or is emancipated pursuant to RCW 13.64.
- 5) The student has met graduation requirements.
- 6) The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The District will not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit and test requirements for high school graduation.

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 their parents or guardian. Medical and dental appointments are considered excused absences; students are encouraged to make such appointments on non-school time.

The District practice regarding student participation after an absence is that a student should not be involved in a sport or other activity on the day that he or she is absent. Officials at each school are responsible to administer this restriction in view of District regulations and the circumstances in each case.

Repeated truancy may result in disciplinary action as described in Policy 3200.