

## Black Hills High School

### Parent Initiated Absence Request

STUDENT# \_\_\_\_\_ GRADE \_\_\_\_\_ STUDENT # \_\_\_\_\_

Reason for request \_\_\_\_\_

Date(s) of absence(s) \_\_\_\_\_ Period(s) \_\_\_\_\_

**TO THE STUDENT:** To be valid, this form must be completed, including your parent's signature and returned to the Main Office. **A pre-arranged absence does not mean the absence is excused.** Excused absences are defined on the back of this form.

**TO THE TEACHER:** Please sign before a parent signs. Sign under the appropriate evaluation of the student's status and indicate any special conditions. **This is only a request by the student.**

*(Behavior/Effort indicator: 4 - excellent 3 - good 2 - fair 1 - poor)*

Will this absence have a detrimental effect on this student's academic progress?

Class	Absences	Tardies	Behavior 4-3-2-1	Effort 4-3-2-1	Will this absence have a detrimental effect on this student's academic progress?		Initial
					Yes	No	
1.							
2.							
3.							
4.							
5.							
6.							

**PARENT/GUARDIAN STATEMENT:**

I have seen the teachers' comments and am aware of the effect this absence may have on \_\_\_\_\_'s academic status.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature: Parent/Guardian)

If this form is not returned **two days** prior to your absence, it will be assumed that you have decided not to carry out this request and we will expect you in class as scheduled.

Administrator's Signature \_\_\_\_\_

Excused

Unexcused

### Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

- A. Absences due to the following reasons must be excused:
1. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health); for the student or person for whom the student is legally responsible;
  2. Family emergency, including but not limited to a death or illness in the family;
  3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
  4. Court, judicial proceeding, court-ordered activity, or jury service;
  5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
  6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
  7. Absence directly related to the student's homeless or foster care/dependence status;
  8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
  9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
  10. Absences due to safety concerns, including absences related to threats, assaults or bullying;
  11. Absences due to a student's migrant status;
  12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. Principal (or designee) may excuse up to five (5) days per school year.

Any absence from school is unexcused unless it meets one of the above criteria provided in WAC 382-410-020. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.