



This form must be submitted 24 hours prior to the date of absence.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

Date/s of planned absence: \_\_\_\_\_ Purpose of absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sumner School District Board Policy, Regulation and Procedures 3120-P:**

In some cases, certain experiences may provide students with valuable educational exposure, which the school cannot duplicate and should not be denied the student. In all such cases prior arrangements are to be made with the school for the period of the absence and the **student is required to complete class work by assigned due date.**

Pre-arranged absences may be considered unexcused if it is deemed to cause a serious adverse effect on the student's educational progress RCW 28A.225.010(d).

**This pre-arranged absence will be considered**  **Excused**  **Unexcused**

Comments: \_\_\_\_\_

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

Absence is considered unexcused until signed by administrator BEFORE absence.

**ASSIGNMENTS TO BE COMPLETED WHILE ABSENT**

**Period 1:** Teacher: \_\_\_\_\_ Date Due: \_\_\_\_\_  Upon Return  
Is it likely requested absence will have an adverse effect on achievement during this grading period?  Yes  No

Assignments: \_\_\_\_\_

**Period 2:** Teacher: \_\_\_\_\_ Date Due: \_\_\_\_\_  Upon Return  
Is it likely requested absence will have an adverse effect on achievement during this grading period?  Yes  No

Assignments: \_\_\_\_\_

**Period 3:** Teacher: \_\_\_\_\_ Date Due: \_\_\_\_\_  Upon Return  
Is it likely requested absence will have an adverse effect on achievement during this grading period?  Yes  No

Assignments/Tests/Quizzes: \_\_\_\_\_

**Period 4:** Teacher: \_\_\_\_\_ Date Due: \_\_\_\_\_  Upon Return  
Is it likely requested absence will have an adverse effect on achievement during this grading period?  Yes  No

Assignments: \_\_\_\_\_

**Period 5/6:** Teacher: \_\_\_\_\_ Date Due: \_\_\_\_\_  Upon Return  
Is it likely requested absence will have an adverse effect on achievement during this grading period?  Yes  No

Assignments/Tests/Quizzes: \_\_\_\_\_