

Marshall Middle School
Planned Absence Requests

Student Name _____ Grade _____

Dates & Reason for Absence _____

Student Responsibility:

1. The student must have the following information completed and submitted to the Attendance Secretary before leaving.

Period	Class	Teacher Signature	Comments (use back if necessary)
1			
2			
3			
4			
5			
6			

Parent Responsibility:

1. The parent must pre-plan the absence by advising the Attendance Secretary of the exact dates of the absence.
2. This form must be filled out by all parties and signed off by an administrator before the date of the absence.

Parent Signature _____ Administrator Signature _____

- All parents within the District of any child eight (8) years of age and under eighteen (18) years of age shall 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, and educational center as provided in RCW 28A.205 or is receiving home-based instruction. Exception may be granted, by the Superintendent or designee in the following circumstances: The student's parents have requested a temporary absence for the purpose agreed to by the District and which will not cause a serious adverse effect on the student's educational process. *Olympia Board Policy #3121*
- 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 and excuse from parent or guardian. *Olympia Board Policy #3121*
- No student may be counted on any enrollment report after having been continuously absent for a period encompassing two (2) consecutive monthly enrollment reporting days unless enrollment is resumed or there is agreement between the school and the parent relative to the student's temporary absence for a period not to exceed twenty (20) consecutive school days. *Olympia Board Policy #3120P*