



# LHS Planned Absence Form

*Submit this form to the Attendance Specialist at least three (3) school days before the start of the planned absence. Please take this form to all your teachers and discuss an education plan for missed assignments. Teacher and Principal signatures are required.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_ to \_\_\_\_\_

Planned Absence Form Due Date (*3 school days prior to start of absence*): \_\_\_\_\_

Reason for Absence:

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*Parent/Guardian and Student signatures required for any Planned Absence.*

I understand incomplete forms or forms submitted less than 3 school days prior the absence will not be considered for excusal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Teacher Signature Required (indicating the student has communicated their absence and planned for missed classwork and assignments):

Period	Course	Teacher Signature	Comments
0			
1			
2			
3			
4			
5			
6			
Mentorship			

I have discussed my upcoming absence with my teachers and understand what my responsibility is in making up missed classroom time and assignments.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*District definitions of excused and unexcused absences, attendance resources and policies, and "Becca Law" implementation of Washington State's Compulsory attendance Law (28A.225 RCW) can be found on the SPS website at [www.seattleschools.org/attendance](http://www.seattleschools.org/attendance).*

Rec'd by Attendance Specialist (initial & date): \_\_\_\_\_