

**Mountain Way Elementary**  
Student Pre-Planned Absence Form

**Student Pre-Planned Absence**

Today's Date: \_\_\_\_\_

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

Teacher: \_\_\_\_\_

I would like to request a pre-planned absence for my child on the following date(s): \_\_\_\_\_

\_\_\_\_\_

Total number of days absent during this absence will be: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Pre-planned absences are considered excused only when the following criteria are met:

1. Prior approval is obtained from the principal
2. The principal agrees to the absence\*

The principal considers the following factors when determining if an absence will be approved and excused:

1. Student's academic performance
2. Length of requested absence
3. Whether or not the absence could negatively impact the student's academic progress
4. Previous attendance history

If an absence is not approved, it will be considered unexcused. Unexcused absences may result in the filing of a truancy petition with Snohomish County Juvenile Court.

The requested absence is:     Approved     Denied

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to:     Parent     Teacher

\* Refer to Student Policy 5040: Student Attendance for more information  
Available online at [www.gfalls.wednet.edu](http://www.gfalls.wednet.edu)