Pre-Planned Absence Form- Alpine Lakes Elementary School

Please submit this form at least two school days in advance of the absence.
A separate form must be completed for each student who will be absent and submitted to each student's school.

Student Name:_____
Dates student will be gone: _____through _____
Their first day back to school will be_____
NOTE: Families will be expected to meet with administration if the absence will be equal to or longer than 5 school days.

Reason for being gone: ☐ Family Trip ☐ Medical Procedure ☐ Funeral ☐ Agricultural work ☐ Other

Cascade School District and the State of Washington highly recommend planning family trips during school breaks as absences during the school year can be detrimental to student learning. With the exceptions of an emergency medical procedure or a funeral, please explain the reason for the absence(s):

_____
_____
_____
_____

I understand that absences during the school year can be detrimental to student achievement. I also understand that the student will need to complete schoolwork in advance and/or upon return to school. There is a time limitation on make-up work which is one day per day absent.

Parent/Guardian Signature: _____
Date: _____
Teacher Signature:_____ Date:_____
Principal Signature:_____ Date:_____

REMINDER - This form needs to be turned in at least two school days before the date of anticipated absence in order to be excused. If your child is gone for more than 20 consecutive school days, they will have to be withdrawn from the Cascade School District. Upon their first day back to school, they will be re-enrolled. However, we will not be able to guarantee that the student will be placed in the same classroom.

* Agricultural work refers to the range of labor involved in cultivating, harvesting, processing, and handling crops, livestock, and other farm-related products.