



Pre-arranged absence request and plan for missed learning Grades K-6

If you are planning a trip that will require your child to miss school (more than 3 days excluding bereavement or illness), please submit this request to your child’s teacher. The principal is responsible for reviewing all extended leave requests. (BISD Board Policy 3122. RCW 28A.225).

Student Name: _____ Probable Dates of Absence: _____
 Reason for Absence: _____

Fill out this form and return it to the school attendance office.

This form must be approved by the school principal prior to the start of the extended absence.

Although the activities listed below will help your child to continue learning during their absence from school, missing classroom instruction can often not be made up adequately. Teachers are not required to assign different work, or have assignments prepared for the student going on vacation before those same assignments are introduced in class. It is important to remember that when a child misses school for an extended period of time, a great deal of classroom learning time is lost.

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|---|--|
| <input type="checkbox"/> Keep a journal | <input type="checkbox"/> Create a travel log |
| <input type="checkbox"/> Read for ___ minutes a day | <input type="checkbox"/> Be read to by parents |
| <input type="checkbox"/> Practice math facts | <input type="checkbox"/> Access digital version of textbook |
| <input type="checkbox"/> Write letters to classmates or teacher | <input type="checkbox"/> Read current events from the place you are visiting |
| <input type="checkbox"/> Other _____
_____ | |

Parent Signature

Date

Teacher Signature

Date

Principal Signature

Date