

**OLYMPIA HIGH SCHOOL**  
**EXTENDED ABSENCE/ABSENCE APPROVAL FORM**  
 (Must be completed for all planned absences of 3 or more days)

Student Name: \_\_\_\_\_ Dates of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

The Olympia School District does not feel that extended absences are in the best interest of the student. However, if the parent and student find it imperative, the administration will consider releasing the student based on the student's academic and attendance record as well as the reason for the absence. Approval frees the student from truancy status, but does not give him/her preferred status such as early testing or an extension of time before the grade award. Final examinations will not be given in advance of the scheduled dates. Please be aware that there are a limited number of discretionary days that an administrator will approve during the school year.

1. The student and parent must pre-plan the absence by completing this form.
2. The student must first obtain approval from their administrator. (Please refer to the back of this form for a list of approved reasons)
3. After the administrator signs this form, the student obtains signatures from all teachers.
4. Submit the completed form to the Attendance Office.

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

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

Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## **Statewide Definition of Excused and Unexcused Daily Absences**

### **Excused Daily Absences**

The following are valid excuses for absences from school:

- A. Participation in a district or school approved activity or instructional program;
- B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- C. Family emergency, including but not limited to a death or illness in the family;
- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless status;
- I. Absence resulting from a disciplinary/corrective action.(e.g., short-term or long-term suspension, emergency expulsion); and
- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

### **Unexcused Daily Absences**

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.