

FAMILY TRIP/PERSONAL LEAVE

Glenwood Elementary

2221 103rd Ave SE, Lake Stevens, WA 98258 425-335-1510

Carrie Larson@lkstevens.wednet.edu

Please return this form to Miss Carrie in the office one week prior to your absence.

Student Name: _____ **Teacher:** _____

Absent Dates: _____

Reason for absence (brief description):

***Prior approval for family leave is required for excused absences.**

***Homework packets will be available upon return for missed work.**

Parent Signature: _____

Teacher Signature: _____

Principal Signature: _____

Did you know? To have regular attendance, students should miss no more than 9 days of school per year. Students who miss 18 days of school or more are at a high risk of not meeting grade level learning goals.