



Family Trip/Personal Leave

Prior notification is required for trips/leaves of 3 or more school days. Students will be given the opportunity to make up missed work and access missed instruction **upon return to school**. During absences, students are encouraged to read nightly, work in online programs, and (if desired) to write or draw about their experiences.

DID YOU KNOW? *To have regular attendance students should miss no more than 9 days of school per year, for any reason. Students who miss 18 days of school or more are at a high risk of not meeting grade level learning goals.*

Student Name: _____ Teacher Name: _____

My student will be absent from (dates) _____ through _____

Reason for absence (vacation, wedding, etc.):

Parent Signature: _____

Teacher Signature: _____

Principal Signature: _____

Please return this form to Mrs. Marceau in the office one week prior to your absence.

HLattendance@lkstevens.wednet.edu | 425.335.1585

For Office Use Only

Attendance received by _____ and entered into Skyward on _____