



ROCHESTER SCHOOLS' AT THE HEART OF THE COMMUNITY

ROCHESTER SCHOOL DISTRICT NO. 401 PRE-PLANNED ABSENCE

This pre-planned absence form is provided to a student after their parent/guardian sends a note requesting a pre-planned absence or for approving student participation in school-sponsored activity requiring absence from class(es) .

_____ is requesting a planned absence from
(Student Name)

_____ to _____ for the following reason: _____
(date) (date)

Please sign and list the assignments for the student under the appropriate period and class, attach documentation of assignments to this form.

Class	Teacher	Assignment	Due by	*Recommendation for student to go	
1.				Yes	No
2.				Yes	No
3.				Yes	No
4.				Yes	No
5.				Yes	No
6.				Yes	No

*Principal (or designee), parent, guardian or emancipated youth mutually agreed upon approved activity provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress consistent with RCW 28A.225.010.

Parent Signature

Administrator Signature

Attendance Secretary Signature

Student Sign-off _____

RETURN THIS FORM TO THE OFFICE WHEN ALL TEACHERS HAVE GIVEN ASSIGNMENTS