Dear Parents,

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

Students who do not attend school for an extended period of time (excluding bereavement or medical leave) are asked to make a request at least 2 weeks prior to scheduled absence.

**For Parent/Guardian**

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

Student Name: _______________________________ Dates of Absence: _______________________________

Reason for Absence: ____________________________________________________________

Parent Signature: ____________________________ Date: ______________

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. Although the activities listed below will help your child to continue learning during their absence from school, missed classroom instruction can often not be made up adequately.

**For Teacher to complete**

The teacher will assign appropriate homework to be completed during your student’s absence. Please complete the items marked by your child’s teacher and return homework upon return to school.

- [ ] keep a journal
- [ ] make a scrapbook (can include photos, illustrations, and/or pamphlets)
- [ ] read aloud to or with an adult or siblings daily
- [ ] be read to by parents
- [ ] read recreationally for ___ minutes daily
- [ ] practice math facts
- [ ] practice map skills (including calculating mileage, flight miles, etc.)
- [ ] read current events in another town’s newspaper
- [ ] compare prices of houses, cars, groceries, to Silverdale/Bremerton
- [ ] write letters to friends, classmates, teachers
- [ ] other: ____________________________________________________________

Teacher’s Signature: ____________________________ Date: ______________

**For Principal to complete**

This form will be reviewed and signed by the school principal.

Principal’s Signature: ____________________________ Approved ____ Denied ____

8/24/2021