



# Bowman Creek Elementary

5701 Kersey Way SE

Auburn, WA 98092

P: 253-931-4959 F: 253-931-4958

**Anne Gayman, Principal**

Absences may be excused with prior principal permission. The student is responsible for completing missed work. Contact your child's teacher regarding make-up work to be completed during excused absence or within a reasonable time following the child's return. Please make an attempt to schedule your family trip during non-school dates. It is very difficult to make up lost instructional time. Absences for family trips without prior principal permission may result in an unexcused absence for the dates.

Student Name(s)	Teacher	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Begin date of absence: \_\_\_\_\_ Date student will return: \_\_\_\_\_  
Reason for absence: \_\_\_\_\_

### BOWMAN CREEK ELEMENTARY SCHOOL ATTENDANCE POLICY-EXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district. Excused Absences (school day and individual class) are as follows: illness or health condition; religious observances, when requested by a student's parent(s); school-approved activities; family emergencies; required court proceedings; with prior administration, family trips; and, as required by law, disciplinary actions or short-term suspension. The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

I have read the district policy above and I understand I am having my child miss \_\_\_\_\_ days of instruction. I am aware that by missing this many school days, my child may:

- Will be withdrawn with absences beyond 20 consecutive school days. Upon the return there is no guarantee of placement in the same class.
- Miss newly introduced concepts and skills in reading, writing, math, social studies, science, and /or health.
- Miss activities, projects and classroom events that cannot be made up.
- Need extra support at home with assignments upon returning from the absence.
- Need to relearn established or learn new classroom policies and procedures.
- Not be provided assignments in advance of their absence.
- Make up assignments/projects as decided by the classroom teacher upon return.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*FOR OFFICE USE BELOW\*\*\*\*\*

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Principal comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal or Designee's Signature

\_\_\_\_\_  
Date