

VACATION APPROVAL REQUEST FORM

Westgate Elementary School

9601 220th St. S.W., Edmonds, WA 98020

425-431-7470

Jennifer Braile, Principal (BraileJ@edmonds.wednet.edu)

Date of request: _____. In order for an absence to be **excused**, a request is required to be processed by Mrs. Stoneman **1 week in advance**.

Student Name: _____ Grade: _____

Teacher Name: _____

Dates of Absence: From: _____ To: _____

Reason for Absence: _____

It is difficult for teachers to keep up with all requests for homework when students leave for a vacation while classes are in session. We do not require teachers to provide make-up work for students on vacation.

Instead, students are asked to do the following:

- Read (or be read to for younger students) for at least $\frac{1}{2}$ hour per day. Have them report to you orally about the book they are reading and keep a log.
- Keep a daily journal of events during the vacation. They should write for up to 30 minutes per day depending on the skill and grade level of the student.
- Give practical math problems as situations arise during the trip (for example, "How much will it cost for our family of four if tickets for Disneyland cost \$25.00 per person?").
- Make or buy flash cards to practice math facts daily.

Teachers have the option of having students complete assignments they miss during their absence when they return to school.

Teacher Signature & Date: _____ Comments: _____

I have read and understand the above information and the back of this form.

Parent Signature & 09552

Date: _____

Dear Parents and Guardians,

It is our intent at Westgate Elementary School to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. Our hope is that with your understanding of our attendance rules, regulations and building policies, we will be able to work as partners in maximizing each day for learning.

To bring consistency and clarity to our policies, we would like to provide the following information:

EXCUSED ABSENCE/TARDY

We recognize the following reasons as valid excuses for an absence:

- Illness, medical or dental appointments
- Serious illness or death in immediate family
- Emergency medical or dental needs
- Absences approved in **advance** by the school principal

Note: We will excuse up to ten absences with a parent phone call or note. Absences beyond ten for illness or other serious matters may only be approved with a doctor's note and a conference with Mrs. Braile. We request parents set up a meeting with him in the event of any unusual circumstances that may impact daily attendance.

UNEXCUSED ABSENCE/TARDY

We **will not** recognize the following as excuses for an absence from school:

- Truancy
- Oversleeping
- Missing the bus or car malfunction
- Shopping/haircut appointments
- Family vacation, hunting or fishing excursions **not approved in advance**
- Birthdays, family visiting or other celebrations

Accumulated unexcused absences may result in the initiation of the BECCA Compulsory Attendance Law and its consequences.

When calling in or sending a note regarding your student's absence, you must indicate the reason for the absence. If no explanation is given according to our guidelines, the absence will remain unexcused.

Attendance Line: 425-431-7470