



GREEN MOUNTAIN ELEMENTARY SCHOOL

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Central Kitsap School District

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Extended Leave Request

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 home-work 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 _____