

# Is this an Excused or Unexcused Absence?

At Federal Way Public Schools we want to help each scholar be present in class, every day, excited and ready to learn. Absences can add up quickly and have negative impacts on scholars reaching educational milestones. Please use this tip sheet to help identify what are excused and unexcused absences.

## Excused Absences

According to Washington state law, the following are **valid excuses for absences and tardiness**:

School approved activities, such as involvement in an athletic or arts activity, speech and debate etc.

Illness, health condition or medical appointment, verified within two school/business days.

Family emergency, including but not limited to a death or illness in the family.

Religious or cultural observance or instruction.

Court, judicial proceeding or serving on a jury.

College, career, technical school, and apprenticeship program interviews and visitations.

State-recognized search and rescue activities.

Absence directly related to the student's homeless status.

Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion).

Extended illness or health condition.

Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. An absence for parent-approved activities *may not be approved* if it poses a serious adverse effect on the student's educational progress.

For more information about excused and unexcused absences, please refer to Administrative Policies and Procedures 3122 and 3122P which can be found here: [www.fwps.org/Page/502](http://www.fwps.org/Page/502)

## Unexcused Absences

Don't see your situation identified in the list? Call your school to inquire if the principal or designee will excuse the absence.

For activities approved by parent/guardian causing absences of greater than two days (prearranged absences), be sure to submit a prearranged absence request form at least three days prior to the event. The district's **Prearranged Absence Forms** are available online: [www.fwps.org/Page/581](http://www.fwps.org/Page/581).

**Every day  
counts.  
Every scholar  
matters.**



**FEDERAL WAY  
PUBLIC SCHOOLS**

Each Scholar:  
A voice. A dream.  
A **BRIGHT** future.