

**South Whidbey Elementary School
Pre-Arranged Absence**

It is necessary to have this form turned in to the office at least 5 days in advance.

Parents/Guardians of _____ are requesting that their child be released from school from _____ through _____ (dates) for a total number of _____ school days. The reason for this absence is

An absence may cause an adverse effect on a student's educational progress and since class participation is deemed essential, any absence potentially affects classroom learning and should be avoided if at all possible. Any request for a pre-arranged absence must be submitted to the school office at least one week prior to the start date of the requested absence.

To provide the best educational experience possible for your child in our role as your educational partners, we want to emphasize regular attendance habits by our students. Regular and punctual attendance is important to your child's progress. Please help your child develop good attendance habits.

Absences that are excused include: illness, doctor /dentist appointments, appearances in court, religious observances, short term suspensions, school approved activities and family emergencies.

Family vacations while school is in session are not automatically excused. Please submit your educational plan to the principal that mitigates school absences. Please note that more than five (5) unexcused days absent in a four week period is considered truancy.

It will be the responsibility of the student and family to make up all work missed or to agreed to during their absence. If it is unexcused, make up work is at the teacher's discretion.

Parent Signature _____

Teacher Signature _____

Principal Signature _____

<p>The above request will be considered:</p> <ul style="list-style-type: none"><input type="radio"/> Excused<input type="radio"/> Unexcused<input type="radio"/> Unexcused Family Vacation
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