

SOUTH WHIDBEY HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM

The parent/guardian(s) of _____ are requesting that their student be released from school starting _____ through _____ (date) (total of _____ school days) for the following reason(s):

An absence shall not be approved (truant) when it causes an adverse affect on a student's educational progress (SWHS Attendance Policy). Since class participation is deemed essential, any absence potentially harms learning, and should be avoided if possible.

Parent/Guardian Signature: _____

Telephone: _____

E-mail: _____

If an absence is excused, the student shall be permitted to make-up all missed assignments under reasonable conditions and time limits established by the teacher. If it is unexcused, make up work is at the teacher's discretion. A pre-arranged absence does not guarantee that the absence will be excused. All makeup work is ultimately the student's responsibility.

TEACHER'S SIGNATURE ACKNOWLEDGES RECEIPT- NOT APPROVAL OF ABSENCE.

PERIOD	SUBJECT	#ABS	GRADE	COMMENTS OR CONCERNS	TEACHER SIGNATURE
1					
2					
3/3A					
3B					
4					

The above request will be considered:	EXCUSED	UNEXCUSED	TRUANT
Administration Signature: _____			
Comments:			