



Arrowhead Elementary

Kristin Bailey, Principal

6725 NE Arrowhead Drive  
Kenmore, WA 98028  
425-408-4000

**Pre-Approved Absence Request Form**  
**For Absences of more than two days**

**Please submit to the office at least one week prior to the requested absence dates**

Please make an attempt to schedule family trips during regular school breaks. We understand that occasionally there are extenuating circumstances. It is important to know that it is very difficult to make up lost instructional time, since much of your child's learning at school is dependent upon student and teacher collaboration, small group work, hands-on learning, inquiry experiences and other classroom interactions. These rich classroom experiences can't be replaced by make-up work.

Absences may be excused with prior principal permission. Classwork and homework assignments will not be provided in advance. When your child returns from an excused absence, the teacher will provide make up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work.

**Student Names(s)**

**Teacher**

**Grade**

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First date of absence: \_\_\_\_\_ Date student(s) will return: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

I have read the attached district policy (No. 3122) and I understand I am having my child miss \_\_\_\_\_ school days of classroom instruction. I am aware of the following impacts of my child's absence from school:

- My child will miss newly introduced concepts and skills in all academic content areas, music and PE
- My child will miss activities, projects and classroom experiences that are not possible to make up
- My child may need extra support at home with assignments upon returning from the absence
- My child may need to relearn established or learn new classroom policies and procedures
- Assignments will not be provided in advance of the absence

Parent/Guardian Signature

Date

Absence Excused

Absence Not Excused

Principal Comments:

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**Principal Signature:**

**Date:**

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# **BOARD POLICY No. 3122**

## **Excused and Unexcused Absences**

Students are expected to attend all assigned classes each day. Schools will keep a record of absence and tardiness.

**Excused Absences** - Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion);
10. Principal/designee and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal/designee has the authority to determine if an absence meets the above criteria for an excused absence.

A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and established time limits; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified.

## **Unexcused Absences**

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
2. A student whose absence is not excused will experience the consequences of his/her absence.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
4. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy.
5. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
7. All suspensions and/or expulsions will be reported in writing to the superintendent/designee within 24 hours after imposition.

The superintendent/designee will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.