



# CEDARHURST ELEMENTARY SCHOOL

Main Office Number (206) 631-3600

## Pre-Arranged Absence Notification

1. Parent/Guardian will complete this Pre-Arranged Absence Request.
2. Students who do not have this form completed prior to a planned absence will be considered unexcused.
3. The student is responsible for requesting all make-up work from their teacher.
4. By Highline District Policy, students will be withdrawn after 20 consecutive days absent.
5. Be sure to grab a Technology Sheet from the office to reference for online academic support.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID#: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ through \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent's email address: \_\_\_\_\_

Reason for Absence:

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While we are away, I will have my student do the following (select which apply):

Read 20 minutes a day    Access Online Learning (ST Math, iReady, Lexia)    Practice Math Facts    Journal

Other \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

\_\_\_\_ Excused   \_\_\_\_ Unexcused   Absences Entered on Date \_\_\_\_\_

