



Northshore  
School District

Wellington Elementary

Brian Matthias, Principal  
Virginia Munger, Office Manager

16501 N.E 195<sup>th</sup> Street  
Woodinville, WA 98072  
(425) 408-5900

**Prearranged Absence Request Form**

(For absences of 1-20 days -- Submit to the office at least two weeks 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, inquiring 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 to school: \_\_\_\_\_

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

I have read the District Board Policy (No. 3122) and I understand I am having my child miss \_\_\_\_\_ school days of classroom instruction. I am aware of the following impacts to my child’s absences 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 classroom policies and procedures, or learn new ones
- Assignments will not be provided in advance of the absence(s)

Parent/Guardian Signature

Date

Absence Excused

Absence Not Excused

Principal Comments: \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**\*\*PLEASE NOTE: State law requires that a student be withdrawn after 20 consecutive absences. – You may need to provide “Proof of Residence” to reactivate your student upon their return.**