

SOUTH WHIDBEY MIDDLE  
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					
4					
5					
6					

The above request will be considered:

EXCUSED

UNEXCUSED

TRUANT

Administration Signature: \_\_\_\_\_

Comments: