

Juanita High School Secondary Pre-Arranged Absence Form

Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day.

Students may be excused from attendance subject to approval by the student’s parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R.

If families have prior knowledge that their student will be absent **for more than five days**, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.

Teachers are not required to provide classwork or assignments in advance of an absence.

Student Name _____ Date Leaving _____
Date Returning _____
To School

Number of school days that will be missed:	+	Number of absences student has to date:	=	Total absences:
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Reason for absence:

- Extended Illness or Health Condition
- Medical Appointment
- Religious or Cultural Purposes/Observance of a Religious Holiday
- Judicial Proceeding
- Parental-Approved Activity (please describe as principal approval is also required by policy)
Please note: An absence may not be approved if it is likely to cause a serious adverse effect on the student's education progress.

Teachers, please comment on the effect the absences will likely have on student progress and what they will need to do in order to minimize this effect. *Teachers are not required to provide classwork or assignments in advance of an absence.*

Period	Course	Teacher Comments
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

Any time a student misses school it has an adverse effect on their learning. To help mitigate this effect, please encourage your student to access PowerSchool Learning regularly (if possible) to keep up as best they can with their school work while they are gone and to work with their teachers upon their return to get caught up as soon as possible.

Parent Signature: _____

Office Use ONLY

School Officer Approval:

*Admin approval needed if absences exceed 10 or more for the school year

Absences will be marked Excused Unexcused

School Officer Signature: _____