

Date: ____/____/____

Current Teacher/Grade: _____ (____)

Student Name: _____

South Whidbey Elementary School Pre-Arranged Absence

It is necessary to have this form turned in to the office at least 5 days in advance.

We are requesting our student be released from school from

____/____/____ to ____/____/____ (dates)

for a total number of ____ school days.

The educational reason for this absence is:

An absence may cause an adverse effect on a student's educational progress and since class participation is deemed essential, any absence potentially affects classroom learning and should be avoided if at all possible. Any request for a pre-arranged absence must be submitted to the school office at least one week prior to the start date of the requested absence.

To provide the best educational experience possible for your child in our role as your educational partners, we want to emphasize regular attendance habits by our students. Regular and punctual attendance is important to your child's progress. Please help your child develop good attendance habits.

Family vacations while school is in session are not automatically excused. Please submit your educational plan to the principal that mitigates school absences. Please note that more than five (7) unexcused days absent in a four week period is considered truancy.

It's the responsibility of the student and family to make up for all work missed. If it is unexcused, make-up work is at the teacher's discretion.

Parent Signature: _____

Teacher Signature: _____

Principal Signature: _____

The above request will be considered by building Principal: **Excused / Unexcused**