

Mercer Island High School

PREARRANGED ABSENCE FORM

Pre-arranged Absence Forms (WHAMMOS) are required for ALL school activities. This form must be filled out and taken to teachers for signatures when a student knows of an absence in advance of the absence. These forms can also be downloaded from the school website and must be filled out (signed by a parent or guardian) and turned into the Attendance Office prior to the absence. Please Note: Pre-arranged absences will be marked as excused, as long as it meets state WAC 392-401-020. If an absence does not meet WAC 392-401-020 the absence will not be marked as excused. Vacations are not considered excused absences. Please see MIHS Attendance Policy for more detail.

Student Name _____ Grade _____ Student # _____ Reason for Absence _____ Date(s) of Absence(s) _____ Time approved to leave class at: _____ am/pm.

- I will be missing a part of _____ period, AND/OR
• I will be missing all of _____ period(s).

To the student: This form must be initialed by the appropriate teacher(s) and your parent/guardian. RETURN the COMPLETED form to the Attendance Office prior to your departure.

Period Subject Teacher's Initials Comments

Table with 4 columns: Period, Subject, Teacher's Initials, Comments. Rows 1-7 and IH.

Parent/Guardian Signature _____ Date _____

PLEASE ALLOW 48 HOURS FOR SKYWARD ATTENDANCE TO UPDATE