

Islander Middle School

PRE-ARRANGED ABSENCE FORM

Pre-arranged Absence Forms are required for students who know in advance they will be absent for 3 or more days. This form must be filled out with student classes, taken to teachers for signatures 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 Excused. Vacations are not considered excused absences. Please see the [IMS Attendance Policy](#) for more detail.

Student Name _____ Grade _____

Reason for Absence _____

Dates of Absence _____

Student: Please allow time to gather appropriate teacher and parent/guardian signatures. Return the **completed** form to the Attendance Office prior to your departure.

	Class	Teacher Signature	Comments
1			
2			
3			
4			
5			
6			
7			

Parent/Guardian Signature _____ Date _____