

A spiral-bound notebook is open, showing a list of instructions. The notebook is placed on a blue map of Europe, with the city of Rome visible. To the left of the notebook is a silver camera with a blue ring around the lens. Below the camera is a round, silver compass with a green face and a red needle. To the right of the notebook is a black pen with a silver clip. The background is a light blue map with various geographical features and city names.

Planning a family trip
or other absence
longer than
two days?

- Be sure to submit your scholar's pre-arranged absence form at least three days prior to taking off.
- There is a chance your scholar's absence may not be excused if this important step is missed, or if the absence causes a significant impact on the student's educational progress.
- See the Rights & Responsibilities Handbook for details. Handbooks are available at your child's school and can be viewed on our website at www.fwps.org.



**FEDERAL WAY
PUBLIC SCHOOLS**

Each Scholar: A voice. A dream. A **BRIGHT** future.

ELEMENTARY PREARRANGED ABSENCE REQUEST

NAME: _____ SCHOLAR ID: _____ GRADE: _____

➡ PARENT/GUARDIAN REQUEST: I request that my scholar be excused from school for the dates and reason specified below. ** Please note: Justification for an excused absence is based on district/state policy.

Date(s) of pre-arranged absence: _____ thru _____

Reason: _____

➡ TEACHER RECOMMENDATION: Please indicate if/how this absence may negatively affect this scholar's academic standing and what work assignments will be expected upon return.

Teacher comments	Yes	No	Teacher comments	Yes	No
This scholar has frequent absences	<input type="checkbox"/>	<input type="checkbox"/>	This scholar is reading below level	<input type="checkbox"/>	<input type="checkbox"/>
This scholar is reading at/above level	<input type="checkbox"/>	<input type="checkbox"/>	This scholar is struggling and should not miss lessons at this time	<input type="checkbox"/>	<input type="checkbox"/>

Assigned work during absence	Teacher Recommends	Parent/Guardian Initials
This scholar will read 20-40 minutes per day and log a response	<input type="checkbox"/>	
This scholar will complete a packet of make-up work provided by the school	<input type="checkbox"/>	
This scholar will write _____ sentence(s) or paragraph(s) about their trip and turn it in upon return to school	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

➡ PARENT/GUARDIAN COMMITMENT: I have read the teacher's recommendations. I understand how my scholar's absence will affect his/her academic standing and the required assignments for making up the missed work. I also understand that although this may be an excused absence, any missed instruction can adversely affect my scholar's ability to gain mastery in their assigned subjects.

Scholar Signature _____

Parent/Guardian Signature _____

➡ PRINCIPAL/ADMINISTRATOR DESIGNEE: An absence for parent-approved activities *may not be approved* if it poses a serious adverse effect on the scholar's educational progress. Parents of elementary scholars who have 7 unexcused absences in a month, or 10 in a school year are eligible to be petitioned in Supreme Court for truancy (Becca).

For Office Use Only:

Excused: ____ Unexcused: ____

School Related: Yes ____ No ____

Administrator Signature: _____

Absence Code: ____