A spiral-bound notebook is open, showing a list of instructions. The notebook is placed on a map of Europe, with a camera lens visible in the top left and a compass in the bottom left. A pen lies on the right side of the notebook. The background is a detailed map showing various countries and cities.

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.




SECONDARY PREARRANGED ABSENCE REQUEST

NAME: _____ SCHOLAR ID: _____ GRADE: _____


 **SCHOLAR REQUEST:** My parent/guardian and I request that I be excused from school for the dates and reason specified below. I have agreed to make up specified assignments, work, or other as stated from my teachers, within the agreed upon time.

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

Reason: _____


 **TEACHER RECOMMENDATION:** Please give your comments regarding this request. Please indicate if/how this absence will negatively affect this scholar's academic standing.

Per	Course Title	Teacher comments, assignments, etc.	Recommended		Teacher Initials
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<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 requirements for making up the assignments/work missed. I also understand that although this is an excused absence, any missed instruction can adversely affect my scholar's ability to gain mastery of their assigned coursework.

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.

For Office Use Only:

Excused: ____ Unexcused: ____

School Related: Yes ____ No ____

Administrator Signature: _____

Absence Code: ____