

Date: ____ / ____ / ____

Current Teacher/Grade: _____ (____)

Student Name: _____

South Whidbey Elementary School Pre-Arranged Absence

- It's the responsibility of the Parent/Guardian to communicate with the classroom teacher for this plan absence and make-up work (teacher's discretion). This form is only for Attendance.
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- Any request for a pre-arranged absence must be submitted to the school office at least 5 days in advance prior to the start date of the requested absence.

We are requesting our student be released from school from

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

for a total number of _____ school days.

Provide an educational reason for this absence:

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.

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 seven (7) unexcused days absent in a four week period is considered truancy.

Parent Signature: _____

Teacher Signature: _____

Principal Signature: _____

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