

# Woodinville High School

"One Falcon, One Family"



## Prearranged Absence Contract

Student: \_\_\_\_\_ Student #: \_\_\_\_\_ Grade: 9 10 11 12 Date: \_\_\_\_\_

### I. TO THE PARENTS/GUARDIANS:

An absence from school, even though the work is made up, is not advisable unless absolutely necessary and may result in a **lowered grade**.

- Instruction may not be repeated and could adversely affect the final grade.
- A teacher's approval does not eliminate the need to complete missed course work.

The parents/guardians of the above-named student request that he/she be excused from school

from \_\_\_\_\_ through \_\_\_\_\_ for the following reason:  
(Date) (Date)

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### II. TO THE TEACHERS:

Please state whether the above student is doing good, average, or poor work and what the effect of the absence might be upon the student's grade. In addition, note if it would be possible for the student to make up, in advance, the work which he or she will miss. This form, with your comments, will be sent home for the parents' information before the excuse is granted.

Period	Course	# Days Absent This Term	Teacher Comments & Signature
1			
2			
3			
4			
5			
6			
7			

**III. Parent Authorization:** Above are the comments of the teachers regarding the effect of the absence upon the work in my student's classes. After considering this information, I request that Woodinville High School grant the request for an excused absence.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. Return this completed signed form to the WHS Attendance Office.**

- Daily attendance and active participation in each class are critical to the learning process. Regular and prompt attendance will help students learn responsibility and increase their potential for future success.

Northshore School District Policy states that all students shall be in attendance remain on school grounds from the time of arrival and attend regularly scheduled classes, unless officially excused. Absences due to illness or a health condition; the need to seek medical, dental, or other health care; family emergencies; religious observances shall be excused in accordance with school attendance procedures. The parent or guardian in accordance with school attendance procedures shall verify an excused absence. Excused absences, such as field trips, may be denied if deemed to cause an adverse effect upon the student's educational process.