



ISSAQUAH SCHOOL DISTRICT #411
HIGH SCHOOL/MIDDLE SCHOOL
PARENT INITIATED PRE-ARRANGED ABSENCE REQUEST
FOR ABSENCES THREE (3) OR MORE DAYS

Please make an attempt to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Absences for family trips without prior principal permission may result in unexcused absences for those dates, and may result in a truancy petition. This form must be submitted to the office at least one week prior to the requested absence dates in order to obtain prior principal permission to excuse the absences.

Pre-Arranged Absences

Pre-arranged absences are absences which are evaluated in advance. To obtain a pre-arranged absence, the student must:

- 1. Circulate this form among his/her teachers who will sign it and indicate to what extent the student's grade will be affected by the proposed absence.
2. Have the parent/guardian sign this form.
3. Return this form to the attendance office at least 1 week prior to the absence.
4. The attendance office will notify the parents/student if the absence will not be excused according to district regulation 3122
5. Parents and students are responsible for evaluating the effect of the absence(s) on the students' grade, progress, and his/her standing with the attendance/loss of credit policy.
6. The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

Section 1 - To be completed by Student or Parent/Guardian

Student Name: _____ Grade: _____ Today's Date: _____

Date(s) of Absence(s) _____ Periods 1 2 3 4 5 6 7 8 :

If student does not return on this date, they will be marked unexcused for each subsequent day.

Reason for Absence(s) _____

Section 2 - To be completed by Teachers - BEFORE PARENT/GUARDIAN SIGNATURE IN SECTION 3:

Table with 9 columns: TEACHERS: Initial Appropriate Spaces, 1, 2, 3, 4, 5, 6, 7, 8. Rows include: Students must make up work, Absence could adversely affect academic progress, Student need not make up work.

Check this box if student is traveling internationally and must access Office 365 and/or Canvas during absence for school work

Section 3 - To be signed by Parent/Guardian after section 2 has been completed:

I have read the above and District Regulation 3122, and I am aware of the teachers' comments regarding the effect of this absence on my student's academic progress. I understand that I am having my student miss _____ days of classroom instruction. It is my student's responsibility to make up all assigned work according to his/her teachers' classroom guidelines.

Signature of Parent/Guardian _____ Date _____

Printed Name of Parent/Guardian _____

For Office Use:

_____ Absence Excused _____ Absence Not Excused Reason _____

Student #: _____ Principal or Designee's Signature _____ Date _____

**If student is traveling internationally and needs access to O365/Canvas, Principal/Designee must submit a work order to allow access at https://isd411.gofmx.com

For absences greater than 20 days:

Per RCW 28A.225.010, Students who are requesting to be excused for an absence for greater than 20 days must have a signed agreement between parent/guardian and school principal that the absence will not cause a serious adverse effect upon the student's educational progress. Your student's school will be contacting you to schedule a conference at a mutually agreeable, reasonable time with at least one District employee, to identify the barriers and supports available to you and your student related to this absence prior to your departure.