



## PREARRANGED ABSENCE FORM FOR ELEMENTARY SCHOOLS

### PRIOR APPROVAL REQUIRED

(For absences other than illness, health condition, family emergencies, dental or medical appointments, religious or cultural observances. Submit form to office at least 5 days in advance or it may not be approved.)

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_ Student ID \_\_\_\_\_

Dates(s) of Absence \_\_\_\_\_ # of school days gone: \_\_\_\_\_

(Please remember that only 5 days of parent approved activities can be excused throughout the school year.)

Reason for Absence \_\_\_\_\_

Plans to maintain academic skills: \_\_\_\_\_

**When your child is absent s/he misses out on the instruction for the day. This puts the student at a distinct disadvantage for learning. Research indicates that it takes 3 days of learning to make up for 1 missed day.**

Signature: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Email: \_\_\_\_\_

#### Teacher Review (will be completed by the classroom teacher)

Is student achieving at or above grade level? Yes No

Will the amount of time absent adversely affect academic performance? Yes No

Comments: \_\_\_\_\_

**Please Note: Make-up assignments are not provided in advance. The teacher may require some work to be made-up upon return.**

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision / Comments:  Excused – 5 pre-arranged days excused per year per district policy

Not excused. Reason: \_\_\_\_\_

Comments: \_\_\_\_\_

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form will be placed in student's info system record and/ or cumulative file and a copy provided to parents. If prearranged absences are not approved, you will be notified, and the absences will be considered unexcused.**

Office Use Only:

Absence recorded by office? \_\_\_\_\_

\_\_\_\_\_ Excused Absences

\_\_\_\_\_ Excused Tardies

\_\_\_\_\_ Early Release

\_\_\_\_\_ Unexcused Absences

\_\_\_\_\_ Unexcused Tardies

\_\_\_\_\_ Other requests this school year

Bellevue School District  
Absence Policy & Procedure Information  
3122

Students are expected to attend all assigned classes each day. School staff will keep a record of absences and tardies to document a student's excused and unexcused absences and tardies.

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class.

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program
2. Illness, health condition or medical appointment
3. Family emergency, including but not limited to a death or illness in the family
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
5. Principal (or designee) and parent/guardian mutually agreed upon approved activity

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Absence for parental-approved activities will be counted as excused for purposes agreed to by the principal and parent/guardian for a maximum of five days. All such absences shall be prearranged. Failure to prearrange the absence may result in the absences being unexcused.

- After five excused absences in a month, or ten or more excused absences in the school year, the school district shall schedule a conference with the parent for the purpose of identifying the barriers to the child's regular attendance. A conference is not required in the event of excused absences that have been prearranged or a doctor's note has been provided.
- After two unexcused absences in a month during the current school year, a conference with parent/guardian will be held.
- After five unexcused absences in a month, the district will enter into an agreement with the parent/guardian that establishes school attendance requirements.
- After seven unexcused absences in a month during the current school year or upon the tenth unexcused absence during the current school year, the school will file a truancy petition per RCW 28A.225.010. Parents will be contacted by Glenn Hasslinger, Director of Pupil Management, Bellevue School District.
- After 20 consecutive absences there is a risk of your student being withdrawn from their school or program.

I have read the above information.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_