

Secondary Pre-Arranged Absence Form

Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day.

Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R.

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.

Teachers are not required to provide classwork or assignments in advance of an absence. While absent your child should check OneNote in Teams to see what homework has been assigned and check in with teachers upon returning to school.

Student name _____ First absent day from school _____

Teacher name/grade _____ First day to return to school _____

Number of
school days
that will be
missed:

+

Number of
absences
student has
to date:

=

Total
absences:

Reason for absence, add details below:

- ☐ Extended Illness or Health Condition
- ☐ Medical Appointment
- ☐ Religious or Cultural Purposes/Observance of a Religious Holiday
- ☐ Judicial Proceeding
- ☐ Parental-Approved Activity (please describe as principal approval is also required by policy)

Details: _____

Parent signature _____

☐ Principal signature _____