

High School Pre-Arranged Excused Absence Request

This form is recommended for 1-2 day absences and required for 3+ days. Please submit at least one week prior to planned absence. Requests submitted after an absence will not be approved.

Step 1: Absence Information

Student Name: _____ Grade: _____

Homeroom Teacher: _____

Dates of Absence: _____ Number School Days to be Missed: _____

Reason for Absence: _____

Step 2: Sign Up for an Attendance Report

A sign-up sheet can be found in the attendance office. Reports are printed daily following 3rd and 6th periods.

Step 3: Teacher Signatures

Teacher: Please initial to indicate you are aware of this upcoming absence. Student is responsible for making up missed work by the deadlines set by teachers.	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
	Teacher Initials	Teacher Initials	Teacher Initials	Teacher Initials	Teacher Initials	Teacher Initials	Teacher Initials	Teacher Initials
	Current Grade	Current Grade	Current Grade	Current Grade	Current Grade	Current Grade	Current Grade	Current Grade

Please Note: All absences may adversely affect academic progress.

Step 4: Parent Verification

By signing below, I am stating that I am aware that this absence could adversely affect my student's academic progress, and that it is my student's responsibility to make up all assigned work within the deadlines established by his/her teacher. I understand that some classroom activities may be impossible to replicate and for my student to make up. While there may be some work available for my child to work on during their absence including projects, assignments in process and reading, I also understand that work missed may be compiled during the absence and available when the student returns. Students with access to on-line assignments and class work should be completing that during their absence if possible.

Parent Signature: _____

Date: _____

Forms can take up to 72 hours for processing. Therefore, please submit at least 1 week in advance of absence. Student must attach his/her absence report prior to submission to the Attendance Office for Administrator signature. Parents should review the attendance report prior to submission of this form for administrator approval.

Step 5: Administrator Review of Attendance Year to Date

Number of Absences to Date: _____

Administrator Signature: _____

Date: _____

Per board policy and procedure 3122P pre-arranged excused absence requests for students with a pattern of chronic absence the prior two years, with warning level (9-17 days absent per year) or chronic absence (18 or more days absent per year) in the current year, or students who are struggling in school (level 1 in two or more overall content areas at elementary) the administrator will not recommend the absence, however will authorize as excused.

Academic Plan for Absences

Since it is challenging to replicate all of the learning experiences that happen during each school day, your child's absences will take some careful planning with your teachers when they return from the absence.

Here are some steps to take:

1. Large projects or assignments that are in progress may be appropriate for the student to work on while absent from school. In addition, daily reading or math fluency practice is also appropriate for completion during the absence.
2. Contact your student's teacher(s) upon return from the absence to request work that can be made up at home in a timely manner. Teachers will communicate timelines for make-up work.
3. Coach your child to get the work turned in after the absence, following the timelines communicated by the teacher.
4. Discuss the importance of good attendance with your child.
5. If there were projects that cannot be completed at home, ask your teacher (upon your child's return from the absence) for alternative ways to practice the skills that they have missed.

Our goal is for all students to have good attendance (missing 8 or fewer days in a year) and for no student to have chronic absence (missing 18 or more days in a year). To support good attendance, please follow these tips:

1. Schedule appointments outside of the school day.
2. Plan vacations during school breaks.
3. Make sure that your child is at school on time and stays the full school day.
4. If your child appears ill, use the following checklist to determine how to handle it:
 - a. Vomiting and fever over 100 - Keep them home until vomiting and/or fever have stopped for 24 hours.
 - b. Provide a doctor's note when necessary.
 - c. If minor sniffles, connect with your school nurse for advice.

We deeply appreciate that you are so willing to partner closely with us. We care about each of our students.

If you have questions or need additional guidance, you may contact one of us.

Barbara Kennedy
Attendance Family Advocate
Truancy Program Director
(425) 413-3290 x9051
bkennedy@TahomaSD.US

Dean of Students
Tahoma High School
425-413-6200