

Secondary Pre-Arranged Absence Form for 2 or more days

*Please complete in section order

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 the Tesla STEM High School Handbook.

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.

SECTION A:

Student Name	_____	Date: First day absent	_____
Grade	_____	Date: Last day absent	_____
Parent Signature	_____		

Number of school days that will be missed:
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Number of absences student has to date:

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Total absences:

Reason for absence:

- Extended Illness or Health Condition
- Field Trip / Competitions - Name of the event: _____
- 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)

SECTION B:

Administrator Approval (Ms. Cardakli): _____

Absences will be marked Excused Unexcused

NOTE: Pre-arranged absences will not be approved for any student who has less than 70% in any class.

Administrator Comments:

SECTION C:

What learning activities will your student be engaged in, so that the student can maintain progress in their studies?

PERIOD	COURSE	TEACHER COMMENTS	TEACHER SIGNATURE
PERIOD 1			
PERIOD 2			
PERIOD 3			
PERIOD 4			
PERIOD 5			
PERIOD 6			
PERIOD 7			