

## PRE-ARRANGED ABSENCE FORM

**STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_ **GRADE** \_\_\_\_\_

REASON FOR ABSENCE     VACATION     EXTRA-CURRICULAR     COLLEGE VISIT (PSE)     OTHER

EXPLAIN REASON FOR ABSENCE \_\_\_\_\_

DATES INVOLVED \_\_\_\_\_

**To the student:** To be valid, this form must be completed and returned to the attendance office two days prior to the intended absence. All sections of the form must be completed including teacher and parent signatures.

*To be filled out by the student:*

*To be filled out by teachers:*

PERIOD	GRADE TO DATE	MISSING ASSIGNMENTS	EX	UX	TEACHER SIGNATURE	COMMENT
0						
1						
2						
3						
4						
5						
6						
7						

**\*Board policy 3122P** – Absence for parental-approval activities – This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian for a **MAXIMUM OF FIVE DAYS PER SCHOOL YEAR**.

\*\*If your students are planning to use their school provided laptops while out of the country, you will need to go to the Bellevue School District website, find the Tech Support link and either call #425.456.4321 or email Tech Support [parenthelp@bsd405.org](mailto:parenthelp@bsd405.org) or [studenthelp@bsd405.org](mailto:studenthelp@bsd405.org) for assistance in creating a ticket for access to the network during your trip.\*\*

**Parent/Guardian:** By signing this form, you are acknowledging that you are aware of possible adverse effects on student academics due to absences and that administration may deny excusing absences for academic or attendance related issues. Teachers are not required to allow students to make up assignments, activities, or assessments for unexcused absences.

\_\_\_\_\_  
Parent signature/email

\_\_\_\_\_  
Assistant Principal

ALL DAYS EXCUSED     # \_\_\_\_\_ DAYS EXCUSED     ALL DAYS UNEXCUSED

\_\_\_\_\_  
PAA days used to date

Synergy