



Lydia Hawk Elementary School

Pre Arranged Absences



Dear Parent or Guardian:

At Lydia Hawk Elementary, we are committed to ensuring that every child has the best possible learning experience. Consistent attendance is one of the most important factors in student success and allow students to engage in daily lessons and activities to build essential social connections with their peers and teachers.

Absences, such as for family events or other prearranged activities, are sometimes unavoidable and students will be allowed to make up their work upon their return.

Absences may or may not be excused based on Washington State Law, district policies, and administrator approval.

To initiate this process:

- Notify the school at least one week in advance if your child will be absent four or more days.
- Schedule a meeting with the principal or their designee.
- Complete the parent section below.

Parent Signature _____ **Date** _____

Student Name _____ **Teacher** _____ **Grade** _____

First day of absence _____ **Last day of absence** _____

Reason for absence _____

Teacher Signature _____ **Date:** _____

Teacher notes: _____

Principal (or designee) Signature _____ **Date** _____

☐ Absence Approved (will be marked as excused)

☐ Absence NOT Approved (will be marked as UNEXCUSED)

Thank you for your partnership in helping us support your child's education. Email lhesoffice@nthurston.k12.wa.us or call 360-412-4610 with questions.