

Edmonds School District/Terrace Park School

Pre-arranged Absence REQUEST

For absences, 2+ school days, including planned absences.

Contact the school DIRECTLY about illness, unpredictable emergencies, or religious observances (this form doesn't apply to them)

Complete Sections 1 and 2 and return the form to the main office at least two weeks before the planned absence. Turning in this form does not excuse or approve the absence. Complete one form per school and include all students whose attendance will be impacted.

Important:

- **Communicate with attendance staff** as early as possible about your pre-planned absence.
- Absences of 20+ school days: Your student/s will be removed from enrollment, and you must re-enroll upon return.
- **Vacations and time off only, during scheduled school breaks and non-student days, are highly encouraged.**
- Your student's absences can negatively affect school learning and success.
- Work assignments are not generally provided in advance. **Teachers are not required to gather academic work prior to school absences.** Important learning experiences, including classroom discussions, science labs, etc., cannot be made up.
- After the form is complete, the school will provide the **Excused** or **Unexcused** information for the absence(s).

Section 1: (Parent/Guardian completes)

Student(s) Name & Grade			
Teacher(s)			
Reason for Absence			
Dates of Absence			
Date Returning to School		Total Number of School Days Gone	
Parent/Guardian Name			
Parent/Guardian Signature		Date	

Section 2: (Parent/Guardian completes)

Parent/Guardians' plan for academic skills during absence (use an attachment, if needed):

Section 3: (Completed by Classroom or Homeroom Teacher). Acknowledgement of planned absence)

Teacher Signature: _____ Date: _____

Section 4: (Completed by the administrator)

Attendance Record: Days absent to date: _____ **Attendance Staff Initials:** _____

Principal Decision: **Excused** **Unexcused**

Principal Signature: _____ **Date:** _____