

High School Pre-Arranged Excused Absence Form

Teachers will work with students on a reasonable timeline for work completion when the student returns. The student is responsible for completing work assigned by the teacher for make-up. Families are encouraged to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Please submit this form at least one week prior to the planned absence. If a student is absent more than 20 consecutive days, they will be marked as inactive. Upon their return, they may need to be placed in a class that has availability.

Please complete Steps 1, 2 and 3 prior to turning this form into the school office.

Step 1: Absence Information	
Student Name: _____	Grade: _____
Homeroom Teacher: _____	
Dates of Absence: _____	Number School Days to be Missed: _____
Reason for Absence: _____	

Step 2: 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	/	/	/	/	/	/	/
	Current Grade							

Please Note: All absences may adversely affect academic progress.

Step 3: 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.	
Parent Signature: _____	Date: _____

Forms can take up to 72 hours for processing. Therefore, please submit at least 1 week in advance of absence.

Step 4: Administrator Review of Attendance Year to Date	
Number of Absences to Date: _____	
Administrator Signature: _____	Date: _____
<p><i>Per board policy and procedure 3122P pre-arranged excused absence form 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.</i></p>	

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. Regular school attendance is necessary for mastery of the educational program provided to students of the District.
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 an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed. Please see District Policy 3122 (Excused and Unexcused Absences) regarding excused and unexcused absences.

*Grades may reflect academic progress.

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 without medications.
 - b. Provide a doctor's note when necessary.
 - c. Go to bit.ly/whenistoosick to use as a helpful resource.

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.

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Dean of Students
Tahoma High School
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