

EAS Pre-Arranged Absence Form

Parent/Guardian:

If your student will be pulled from school for **two or more consecutive school days**, please complete the top portion of this form and have your student turn it into the office **no less than one week in advance of planned absence**.

Student Name: _____ Student Grade: _____

Dates of Absence: _____ Date Returning: _____

Reason for absence:

- ☐ Extended Illness, Health Condition, Medical Treatment
- ☐ Religious or Cultural Purposes/Observance of a Religious Holiday
- ☐ Judicial Proceeding
- ☐ Parental-Approved Activity (please describe as administrator approval is also required by policy)

Parent/Guardian Signature: _____ Date: _____

- Student** - (1) After parent/guardian completes the top portion, bring this form to the EAS Office **no less than 1 week in advance of absence**.
- (2) Check in with each teacher **at least three school days BEFORE this absence** for classwork expectations and work to be completed during the time that you will be gone.
- (3) **After** check-in with all teachers, take this form home for reference and parent/guardian acknowledgment.

Course	Student / Teacher check-in (teacher signs/initials)
☐ Math	
☐ Env Science / Phys Science / PE	
☐ LA / SS	
☐ ExpAdvEd / Spanish	
☐ STEAM	

Take this fully completed form home for reference and parent/guardian acknowledgment.

EAS Pre-Arranged Absence Process and Policy

EAS strongly recommends that parents avoid taking students out of school for family vacations at times other than LWSD holidays. Missed class time affects student learning and may negatively impact grades. Not only is the absent student impacted, but the entire class group is affected when other students miss school.

If your student will be pulled from school for ***two or more consecutive school days*** for a pre-planned absence the following process must be followed:

PARENT:

Parent completes the [EAS PRE-ARRANGED ABSENCE FORM](#). This form must be filled in, signed by parent, and turned in to EAS office ***no less than one week in advance of the planned absence.***

STUDENT:

Check in with each teacher ***at least three school days BEFORE the planned absence*** for classwork expectations and work to be completed during the time that you are gone.

All assignments are due the date the student returns to school unless otherwise arranged with individual teachers.

TEACHER:

Depending on the lessons missed and the duration of the absence, teachers have the discretion to:

- *List assignments to be completed during the absence and collect/score them upon return.*
- *Direct students to monitor OneNote and Canvas for assignments, completing them independently and turning them in for scoring upon return.*
- *Have students independently complete assignments as listed on OneNote and Canvas, but not turn them in. These will be excused from grading but will prepare students for ongoing classwork and assessments when they return.*

Teachers will not hold make up classes or set up labs or projects for missed class work that is deemed "irreplaceable".