



PRIOR ARRANGED ABSENCE FORM FOR THE 25-26 SCHOOL YEAR

PRIOR APPROVAL REQUIRED – *COMPLETE ONE PER STUDENT*

This form is **ONLY** for absences **other than** illness, health conditions, family emergencies, dental or medical appointments, religious or cultural observances.

Form must be submitted to the office at least 5 school days in advance or it **may not** be approved.

Teachers may need this time to prepare materials for your student so that it may lessen the effect of the absence.

For Parents/Guardians

Student Name _____ Grade _____

Date(s) of Absence _____ to _____ Teacher: _____

Reason for Absence: _____

I accept responsibility for the effect this absence may have in a particular class.

I understand that when my child is absent, they miss out on the instruction for the day. This puts them at a distinct disadvantage for learning. Research indicates that it takes 3 days of learning to make up for 1 missed day. I also understand that my student must complete the following on a daily basis:

- Complete any work in Google Classroom
- 20 minutes iReady Math
- 20-30 minutes Independent Reading

Signature _____ Relationship to Student _____

Forms will be reviewed by the principal and a copy will be provided to you and the teacher.

If the requested days are approved, you will get a notification that the student was absent, but it was approved by principal. If it was denied you will get a notification that the absence is unexcused.

For Office Use Only

Decision: Excused Not Excused

Comments/Reason: _____

Authorized Signature _____ Date _____

Date Received:

North Kitsap School District Attendance Policy and Procedure Information

Students are expected to attend class each day. We, the school, are required to take daily attendance and document a student's excused and unexcused absences and tardies.

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class.

The following are all valid excuses for absences:

- Illness, health condition or medical appointment.
 - Illnesses lasting 5 *consecutive* school days require a doctor's note or the absences may not be unexcused.
- Family emergency, including, but not limited to, a death or illness in the family.
- Religious or cultural purposes including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Court, judicial proceeding, court ordered activity, or serving on a jury service.
- Absence directly related to the student's homeless or foster care/dependency status.
- Absences related to deployment activities of a parent or legal guardian who is in an active-duty member consistent with RCW 28A.705.010;
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent/guardian.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

Absence for parental-approved activities will be counted as excused for purposes agreed to by the principal and parent/guardian. All such absences must be pre-arranged. Failure to pre-arrange the absence may result in the absences being unexcused.

- After five (5) **excused** absences in a month, or ten (10) or more **excused** absences in a year, the school district shall schedule a conference with the parents/guardians for the purpose of identifying the barriers to the child's regular attendance. A conference is not required in the event of excused absences that have been prearranged or a doctor's note has been provided.
- After three (3) **unexcused** absences in one month, state law (RCW 28A.225.020) requires us to schedule a conference with you and your student.
- After seven (7) **unexcused** absences in any month or fifteen (15) **unexcused** absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. You and your student may need to appear in Juvenile Court.

*For our complete attendance policy outlining all of the details, please go to
<https://www.nkschools.org/about-us/policies-and-procedures>
and go to section 3000 for attendance policies.*