

**Timbercrest Middle School
Pre-Arranged Absence Form**

Student Number _____ Grade _____

The Parent(s)/Guardian(s) of _____ have requested that he/she be excused from school beginning _____ and will be returning to school on _____.

To be completed by the student's teachers:

Teacher: please complete the following form and indicate the effect, if any, this absence might have on the student's grade.

PER	SUBJECT	CURRENT GRADE	HOMEWORK/TEACHER COMMENTS	TEACHER SIGNATURE
1			<input type="checkbox"/> Assignments Listed on SchoologyTMS Website	
Effect on Grade:				
2			<input type="checkbox"/> Assignments Listed on Schoology/TMS Website	
Effect on Grade:				
3			<input type="checkbox"/> Assignments Listed on Schoology/TMS Website	
Effect on Grade:				
4			<input type="checkbox"/> Assignments Listed on Schoology/TMS Website	
Effect on Grade:				
5			<input type="checkbox"/> Assignments Listed on Schoology/TMS Website	
Effect on Grade:				
6			<input type="checkbox"/> Assignments Listed on Schoology/TMS Website	
Effect on Grade:				

Student Signature _____ Parent Signature _____

Vice-Principal/Principal Signature _____

Dear Timbercrest Family,

Thank you for reaching out early regarding your student's extended absence. We understand that some travel plans cannot be postponed until school breaks; however, I want to emphasize that extended absences can significantly affect a student's academic progress and emotional well-being. It is natural for students to feel anxious about catching up on missed work and state testing, especially when they might miss the end of the school year.

Below are several general reminders we share with families about taking extended travel during the school year, please consider the following:

- After 20 consecutive days of school absences (excused/unexcused), students may be withdrawn from school.
- We strongly encourage planning holidays and vacations around the school schedule. Winter break in December, mid-winter break in February, spring break in April, and summer vacation are ideal times for extended travel.

As the principal, I want to ensure that you have all the necessary information regarding this matter. Here are some important points to consider:

- **Teacher planning:** Please remember that teachers are not obligated to prepare materials in advance for students who will be away.
- **Hybrid Options:** The Northshore School District does not offer hybrid options for students who are away even though students have access to a Chromebook. As a result, there may be assignments that cannot be made up. In addition, many classes are participation based for standard assessments and make-up work may not be available. For example, classes that are participation based include, but are not limited to, Science (labs are not able to make up), Music, Drama, PE Electives, Yoga, and the Physical Education portions of 6th, 7th, and 8th Health Fitness classes.
- **Social Emotional Well-Being:** Extended absences can also impact students' social-emotional health. Missing school can lead to feelings of isolation and disconnection from peers and teachers, which can affect their overall well-being. Furthermore, being behind in workload and current academic understanding can make class difficult and result in a student feeling anxious and stressed. It's important for families to be aware of this aspect and consider ways to support their student/s during this time.

- **Social Benefits of Good Attendance:** Regular attendance helps students develop strong relationships with their peers and teachers. Being present in school fosters a sense of belonging, encourages collaboration, and allows students to engage in social interactions that are crucial for their development. These connections can enhance their overall school experience and support their emotional growth.
- **End of Year Considerations:** Please be aware that teachers are not available after the school year ends to administer missed assessments or assignments. If your student will not be present through the end of the year, we encourage them to complete as much work as possible before their departure, as long as it aligns with class requirements. Any assignments that remain incomplete will receive a score outlined in the syllabus of each class.

If you have any questions or need further clarification, please do not hesitate to reach out. Our teachers will communicate with you or your student if there are any specific considerations beyond the general guidelines. The attached form should be taken to each teacher for their signature during advisory, before/after school, but not during class time. This allows your student(s) to discuss feasible plans together.

If you have any questions, please feel free to contact me directly.

Warm regards,
Matt Wallace
Principal
Timbercrest Middle School
mwallace@nsd.org
425-408-6905