Chambers Prairie Elementary School

Prearranged Absence Request

Dear Parent or Guardian:

At **Chambers Prairie**, we are committed to ensuring that every child has the best possible learning experience. Consistent attendance is one of the most important factors in student success. When students are present, they not only engage in daily lessons and activities but also build essential social connections with their peers and teachers.

We understand that sometimes absences are unavoidable, such as for family events or other prearranged activities. If your child will be absent for four or more days, please notify the school at least one week in advance. This will allow you to schedule a meeting with the principal or their designee and complete the necessary form. Students who will be absent may receive assignments in advance or be permitted to make up their work upon their return.

Families should understand that this absence may or may not be excused based on the completion of this form, Washington State Law, district policies, and administrator approval.

Thank you for your partnership in helping us support your child's education. If you have any questions or need assistance with this or any other attendance matters, please don't hesitate to reach out to the office via email at **cpesoffice@ntps.org** or phone at **360-412-4720.**

Please sign below and complete information regarding the absence.

Parent Signature _____ Date _____

Student Name _____ Teacher _____ Grade ____

First day of absence _____ Last day of absence _____

Reason for absence _____

_____

_____

Teacher Signature _____ Date: _____

Teacher notes: _____

_____

Principal (or designee) Signature _____ Date _____