



LAKE ROOSEVELT ELEMENTARY SCHOOL

503 CREST DRIVE COULEE DAM, WASHINGTON 99116

PHONE: (509) 633-0730

FAX: (509) 633-2652

Principal: Lisa Lakin **Assistant Principal:** Todd Phillips

PRE-ARRANGED ABSENCE FORM

This form should be submitted to the attendance secretary, in person or via email lward@gcdsd.org, 24 hours prior to student absence.

Studies reveal that absenteeism often has an adverse impact on a student's education experience and overall achievement.

To be completed by parent:

Student Name: _____

Teacher: _____

Date(s) of Absence: _____

Reason for absence:

Parent Name (printed): _____

Parent Signature: _____

To be completed by school staff:

Teacher Notes: _____

Date Received: _____ Date Entered: _____ Total Absences to Date: _____