PREARRANGED ABSENCE FORM FOR MIDDLE & HIGH SCHOOLS

PRIOR APPROVAL REQUIRED

(For absences other than illness, health condition, family emergencies, dental or medical appointments, religious or cultural observances. Submit form to office at least 3 days before absence.)

Student Name_____**Grade** _____ **# of school days gone:** _____**Student ID:**_____

Dates(s) of Absences: _____ **Reason for Absence** _____

Policy/Procedure Connected to:_____

How is the absence connected to this Policy/Procedure:

_____

Plans to maintain academic skills:

_____

When your student is absent s/he misses out on the instruction for the day. This puts the student at a distinct disadvantage for learning. Research indicates that it takes 3 days of learning to make up for 1 missed day.

Signature: _____ **Relationship to student:** _____

Email: _____ **Date:**_____

Teacher Review ***Please Note: Make-up assignments are not provided in advance and teacher may require some work to be made-up upon return.***

Period 1: Student Grade:_____ Will absences adversely affect academic performance? Yes ☐ No ☐
Teacher signature & date: _____ **Comments:**_____

Period 2: Student Grade:_____ Will absences adversely affect academic performance? Yes ☐ No ☐
Teacher signature & date: _____ **Comments:** _____

Period 3: Student Grade:_____ Will absences adversely affect academic performance? Yes ☐ No ☐
Teacher signature & date: _____ **Comments:** _____

Period 4: Student Grade:_____ Will absences adversely affect academic performance? Yes ☐ No ☐
Teacher signature & date: _____ **Comments:** _____

Period 5: Student Grade:_____ Will absences adversely affect academic performance? Yes ☐ No ☐
Teacher signature & date: _____ **Comments:** _____

Period 6: Student Grade:_____ Will absences adversely affect academic performance? Yes ☐ No ☐
Teacher signature & date: _____ **Comments:** _____

Period7: Student Grade:_____ Will absences adversely affect academic performance? Yes ☐ No ☐
Teacher signature & date: _____ **Comments:** _____

Decision: ☐ **Excused** ☐ **Unexcused**
Comment: _____

Administrator signature: _____ **Date:** _____

Form will be placed in the student's info system record and/or cumulative file and a copy provided to parents.
If prearranged absences are not approved, you will be notified, and the absences will be considered unexcused.

Bellevue School District
Absence Policy & Procedure Information
3122

Students are expected to attend all assigned classes each day. School staff will keep a record of absences and tardies to 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 valid excuses for absences:

1. Participation in a district or school approved activity or instructional program
2. Illness, health condition or medical appointment
3. Family emergency, including but not limited to a death or illness in the family
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
5. Approved Activity consistent with district policy agreed upon by principal/designee and parent/guardian

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

Parent/student initiated activities that are consistent with District Policy/Procedure will be counted as excused for purposes agreed to by the principal and parent/guardian. All such absences shall be prearranged. Failure to prearrange the absence will result in the absences being unexcused.

- After three unexcused absences in a month during the current school year, a conference with parent/guardian will be held.

- After seven unexcused absences in a month during the current school year or upon the 15th unexcused absence during the current school year, the school will file a truancy petition per RCW 28A.225.010. Parents will be contacted by Department of Student Engagement, Bellevue School District.

- After 20 consecutive absences student will be removed from classes, after 40 days student will be withdrawn from their school or program.

I have read the above information.

Parent Signature: _____ Date: _____