Elementary Pre-Arranged Absence Form

The Snohomish School District understands that consistent student attendance is critical for students' academic success. As such, students are expected to attend class each day. Students may be excused from attendance subject to approval by school principal or designee based on valid excuse criteria outlined in Policy 3122 and Procedure 3122P. Absences that do not meet the Excused Absence requirements in Policy 3122 and Procedure 3122P will be considered unexcused.

For planned extended absences (3 or more days), a *Prearranged Absence Form* should be completed for their students' school to review at least one week prior to the anticipated absence. By submitting a prearranged absence form, families acknowledge that instructional time will be missed and should have a plan indicating how the student will maintain sufficient educational progress. Students are responsible for connecting with teachers to review missed material and content, along with completing any required missing assignments upon returning to school.

Student Name: _____ **Current Date**: _____

Date of Absences: _____**through**_____ **Year in School**: _____

Reason for Absence: _____

Number of School Days That will be Missed:	+	**Number of Absences Student has To date:**	=	**Total Absences after return:**

Grade	Teacher Initials	Comments/Assignments

Teachers may determine an appropriate time to review missed content and material with students as needed. Teachers are not required to provide assignments or instructional materials in advance of a prearranged absence.

We have reviewed the teachers' comments and the student's current attendance status. We understand it is the student's responsibility to get assignments and review missed content for the days missed. We have read and understand the above information, and we commit to making a plan that ensures our student will make up all work missed during the pre-arranged absence days.

Form will be placed in the student's info system record and/or cumulative file, and a copy provided to the family.
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. Principal (or designee) and parent/guardian mutually agreed upon approved activity

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

The following actions will be taken for unexcused absences:

- After three (3) unexcused absences: a conference will be held with the student, and a letter sent home to the parent/guardian.
- After seven (7) unexcused absences: a conference will be held with the student to develop an attendance agreement. The agreement will be sent home to the parent/guardian for review, signature and return to the front office.
- After ten (10) unexcused absences but before fifteen (15) unexcused in a year: the school will schedule a conference with the student/parent/guardian to review attendance and create an attendance plan/agreement with the student and family. The school will also discuss additional supports and appropriate actions to address attendance concerns.
- If a student is absent for twenty (20) consecutive days, the student will be placed in inactive status. Upon return the family can re-enroll the student in school. There is no guarantee the student will be in the same class or have the same teacher.

_____ _____ _____

Parent/Guardian Signature Phone Date

_____ _____

Student Signature Date

_____ _____

Administrator Date

Administrator Decision:
The above Absence Request will be recorded as: Excused _____ Unexcused_____

Absences that do not meet the excused criteria in Policy 3122 will be considered unexcused

Policy 3122 Excused Absences

Absences due to the following reasons will be excused:

1. Physical or mental health symptoms, Illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions or medical appointments include, but not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavior health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health);

2. Family emergency including, but not limited to, a death or illness in the family;

3. Religious or cultural purposes including observance of a religious or cultural holiday or participation in religious or cultural instruction;

4. Court, judicial proceedings, court-ordered activity, or jury service;

5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;

6. State-recognized search and rescue activities consistent with RCW 28A.225.055;

7 Absence directly related to the student's homeless or foster care/dependency status;

8. Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010;

9. Absences due to suspension, expulsions or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107:

10. Absences due to a student's safety concerns, including absences related to threats, assaults, or bullying;

11. Absences due to a student's migrant status;

12. Absences due to the student's lack of necessary instructional tools, including internet access and connectivity; and

13. *Absences due to an approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent/guardian, or emancipated youth. A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.*