Students & Parents Please Read before Filling Out:

- Students should start filling out this form ONE school week before absences to get accurate information from teachers (no subs or student teachers, on Class teachers).
- ***Completed Form must be submitted in person, by student, to Attendance office PRIOR to leaving for Absence.***
- For questions: Email FinnHillMSAttend@lwsd.org

Lake Washington School District

Secondary Pre-Arranged Absence Form

Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day.

Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R.

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.

Teachers are not required to provide classwork or assignments in advance of an absence.

*** Student Full Name:** _____ *** Last day of School before absence:** _____

*** Grade:** _____ *** Date Returning to School:** _____

*** Number of school days that will be missed:**	+	**Number of absences student has to date:**	=	**Total absences:**

*** Reason for absence (filled out by parent/guardian):**

- ❒ Extended Illness or Health Condition
- ❒ Medical Appointment
- ❒ Religious or Cultural Purposes/Observance of a Religious Holiday
- ❒ Judicial Proceeding
- ❒ Parental-Approved Activity (please describe as principal approval is also required by policy)

Please explain: (please include state or country traveling to):_____

_____

_____

_____

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_____

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_____

*** ALL SECTIONS TO BE COMPLETED PRIOR TO SUBMITTING FOR APPROVAL**

This page needs to be completed if the <u>total number of absences for this occurrence is Five or more</u> days OR the <u>total number of absences for the year is 10 or more days.</u>

*** ALL SECTIONS TO BE COMPLETED PRIOR TO SUBMITTING FOR APPROVAL**

<u>Planned Parent Activites:</u> What learning activities will your student be engaged in, so that he/she can maintain progress in his/her studies?

Period	* Subject	Parent Planned Activities	* Teacher Comments & Initials
*Period 1			
*Period 2			
*Period 3			
*Period 4			
*Period 5			
*Period 6			

~<u>MUST have ALL teachers comments/initials</u>~

* Parent/guardian Signature: _____

Is Form Complete? Yes No

<u>Administrator Comments/Approval:</u>

Once the form has been checked for completeness, application is considered approved. Student/ Parent will be contacted if more information is required. Student is responsible for completing all missed work.

Absences will be marked ❒ Excused ❒ Unexcused

<u>Administrator Comments:</u>

_____

_____

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