



Pre-Arranged Absence Form Elementary

This form should be used for absences of four or more consecutive days. Absences aligning with one or more of the criteria established by WAC 392-400-325 and Policy 3122 (see reverse) will be excused. 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: _____

Grade: _____ Date of Birth: _____

Dates of Absences: _____ to _____

Reason for Absence: _____



To be completed by school:

Date received: _____ Total absences to date: _____

The pre-arranged absence will be Excused Unexcused (does not meet criteria)

Principal/Administrator Signature: _____ Date: _____

CC: Student's Teachers

EXCUSED ABSENCES - Reasons

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. School staff will keep a record of absences and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian, or in certain cases, students to document a student's excused absences. The following principles shall govern the development and administration of attendance procedures within the district:

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 (including but not limited to medical, counseling, dental, or optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
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. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
10. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to 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 by WAC 392-121-107;
11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
12. Absences due to a student's migrant status; and
13. Principal (or designee) and parent, guardian, or emancipated youth 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.

Excerpted from Bethel School District Board Policy 3122