

## Juanita High School 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 for more than two days, they may pre-arrange for the absence to be excused. This form should be turned in 5 days prior to the absence. 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 Name \_\_\_\_\_

Date Leaving \_\_\_\_\_

Date Returning \_\_\_\_\_

Number of school days that will be missed:

+

Number of absences student has to date:

=

Total absences:

**\*Students who miss 10 or more school days in a semester are considered chronically absent. Chronic absenteeism has been shown to lead to lower test scores and lower graduation rates.**

**Reason for absence:**

- 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 note: An absence may not be approved if it is likely to cause a serious adverse effect on the student’s educational progress.*

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Teachers, please comment on the effect the absences will likely have on student progress and what they will need to do in order to minimize this effect. *Teachers are not required to provide classwork or assignments in advance of an absence.*

Period	Course	Teacher Comments
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Period 7		

Any time a student misses school it has an adverse effect on their learning. To help mitigate this effect, please encourage your student to access PowerSchool Learning regularly (if possible) to keep up as best they can with their school work while they are gone and to work with their teachers upon their return to get caught up as soon as possible.

What learning activities will your student be engaged in, so that he/she can maintain progress in his/her studies?

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Parent Signature: \_\_\_\_\_

**Administrator Approval:**

Absences will be marked  Excused  Unexcused

Signature: \_\_\_\_\_

Administrator Comments: