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 Name _____   **Date Leaving** _____

Teacher Name/Grade _____   **Date Returning** _____

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

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)

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This page needs to be completed if the total number of absences for this occurrence is five or more days OR the total number of absences for the year is 10 or more days.

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

Period	Course	Parent Planned Activities	Teacher Comments
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 0/7			

Parent Signature: _____

Administrator Approval:

Absences will be marked ❐ Excused ❐ Unexcused

Administrator Comments:

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